

# MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA

## PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name: Municipal Housing Authority of the City of Utica**

**PHA Number: NY006**

**PHA Fiscal Year Beginning: (mm/yyyy) 07/2002**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

**THE MISSION OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA IS TO PROVIDE DECENT, SAFE AND AFFORDABLE HOUSING FOR ALL LOW-INCOME RESIDENTS OF UTICA THROUGH DEVELOPMENT, MANAGEMENT, AND SALE OF HOUSING AND RELATED PROJECTS AND PROGRAMS. THIS PURPOSE IS ACCOMPLISHED USING GOVERNMENTAL POWERS AND IN COORDINATION WITH GOVERNMENTS AND HOUSING COMPANIES. THE HOUSING AUTHORITY HAS OVER 50 YEARS EXPERIENCE DEVELOPING AND MANAGING PUBLIC HOUSING PROJECTS.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing
- Objectives:
- ☐ Improve public housing management: (PHAS score)
  - ☐ Improve voucher management: (SEMAP score)
  - ☐ Increase customer satisfaction:
  - ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units:
  - ☒ Demolish or dispose of obsolete public housing:
  - ☒ Provide replacement public housing:
  - ☒ Provide replacement vouchers:
  - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
- ☒ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☒ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☒ Implement public housing or other homeownership programs:
  - ☒ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:
  - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**GOAL:           MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1.       HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.**

2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.
3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT-BASED RENT SUBSIDY PROGRAM**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety-five (95%) percent in its tenant-based program through June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT-BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.
2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.

**GOAL: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION**

**Objective:**

1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on-going objective.
2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up to date environment it its developments. This is an on-going objective.
3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.

**GOAL: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**



**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005.**

**GOAL: PROVIDE SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS**

**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.**

# Annual PHA Plan PHA Fiscal Year 2002

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

### **Streamlined Plan:**

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Municipal Housing Authority of the City of Utica has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Municipal Housing Authority of the City of Utica.

**THE MISSION OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA IS TO PROVIDE DECENT, SAFE AND AFFORDABLE HOUSING FOR ALL LOW-INCOME RESIDENTS OF UTICA THROUGH DEVELOPMENT, MANAGEMENT, AND SALE OF HOUSING AND RELATED PROJECTS AND PROGRAMS. THIS PURPOSE IS ACCOMPLISHED USING GOVERNMENTAL POWERS AND IN COORDINATION WITH GOVERNMENTS AND HOUSING COMPANIES. THE HOUSING AUTHORITY HAS OVER 50 YEARS EXPERIENCE DEVELOPING AND MANAGING PUBLIC HOUSING PROJECTS.**

We have adopted the following HUD goals and objectives for the next five years.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
  - ☒ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units:
  - ☒ Demolish or dispose of obsolete public housing:
  - ☒ Provide replacement public housing:
  - ☒ Provide replacement vouchers:
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
  - ☒ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☒ Increase voucher payment standards
  - ☒ Implement public housing or other homeownership programs:
  - ☒ Implement public housing site-based waiting lists:

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
  - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements:

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:

We have also adopted the following goals and objectives for the next five years.

**GOAL:           MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.**
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- 1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety-five (95%) percent in its tenant-based program through June 30, 2005.**

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**Objectives:**

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2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.

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**Objective:**

1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on-going objective.
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**Objective:**

- 1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the

Consolidated Plan for the State of New York. The following are a few highlights of our Annual Plan.

### **Summary of Program Changes**

During this past year we have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.

- ?? Updated our public housing Admissions and Continued Occupancy Policy to incorporate the current mandatory income exclusions
- ?? Updated our Section 8 Administrative Plan to incorporate the current mandatory income exclusions
- ?? Implementation of Community Service Requirements:

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: “None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Municipal Housing Authority of the City of Utica has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the following requirements.

?? Adopted a new mission statement that is compatible with the City of Utica Consolidated Plan goals and objectives

?? Modified Five Year Objectives to reflect more realistic time tables for accomplishment

In summary, we are on course to improve the condition of affordable housing in the City of Utica, New York.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- ☒ Admissions Policy for Deconcentration (Attachment A)
- ☒ FY 2002 Capital Fund Program Annual Statement (Attachment B)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- ☒ PHA Management Organizational Chart (Attachment J)
- ☒ FY 2002 Capital Fund Program 5 Year Action Plan (Attachment C)
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Attachment W: Municipal Housing Authority of the City of Utica  
Resident Advisory Board Comments and Housing Authority Response

- ☒ Other (List below, providing each attachment name)

Attachment D- Municipal Housing Authority of the City of Utica Substantial  
Deviation Definition

Attachment E – Municipal Housing Authority of the City of Utica Pet Policy  
Statement

Attachment F – Municipal Housing Authority of the City of Utica Community  
Service Implementation Statement

Attachment G – Municipal Housing Authority of the City of Utica Statement of  
Progress in Meeting Goals and Objectives

Attachment H – Municipal Housing Authority of the City of Utica Resident Board  
Members

Attachment I – Municipal Housing Authority of the City of Utica List of Resident  
Advisory Board Members

Attachment J – Municipal Housing Authority of the City of Utica Organization Chart

Attachment K: Municipal Housing Authority of the City of Utica Capital Fund  
Program Replacement Housing Factor for FY 1999

Attachment L: Municipal Housing Authority of the City of Utica Capital Fund  
Program Replacement Housing Factor for FY 2000

Attachment M: Municipal Housing Authority of the City of Utica Capital Fund  
Program Replacement Housing Factor for FY 2001

Attachment N: Municipal Housing Authority of the City of Utica Capital Fund  
Program Replacement Housing Factor for FY 2002

Attachment O: Municipal Housing Authority of the City of Utica Comprehensive  
Grant Program P & E Report for FY 1999

Attachment P: Municipal Housing Authority of the City of Utica Comprehensive  
Grant Program Final Report for FY 1999

Attachment Q: Municipal Housing Authority of the City of Utica Capital Fund  
Program P & E Report for FY 2000

Attachment R: Municipal Housing Authority of the City of Utica Capital Fund  
Program P & E Report for FY 2001

Attachment S: Municipal Housing Authority of the City of Utica Deconcentration and  
Income Mixing

Attachment T: Municipal Housing Authority of the City of Utica Voluntary  
Conversions of Developments from Public Housing Stock; Required Initial  
Assessments

Attachment U: Municipal Housing Authority of the City of Utica FY 2001 PHAS  
Resident Survey Follow Up Plan

Attachment W: Municipal Housing Authority of the City of Utica Resident  
Comments and Housing Authority Response

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing	Annual Plan: Rent

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resident services grant) grant program reports	Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Deconcentration/Income Mixing Documentation Voluntary Conversion Documentation Substantial Deviation Definition	(specify as needed)  ACOP/Annual Plan Annual Plan Annual Plan

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of	5,750	3	3	5	4	2	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
AMI							
Income >30% but <=50% of AMI	3,640	3	2	4	4	3	4
Income >50% but <80% of AMI	2,383	2	2	4	4	4	4
Elderly	3,311	2	1	2	1	3	1
Families with Disabilities	NA						
Race/Ethnicity- Black	5,750	3	3	4	4	3	4
Race/Ethnicity- Hispanic	581	3	3	4	4	3	4
Race/Ethnicity- Native American	150	3	3	4	4	3	4
Race/Ethnicity- Asian/Pacific Is.	256	3	3	4	4	3	4

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	64		157 units
Extremely low income <=30% AMI	7	10.93%	
Very low income (>30% but <=50% AMI)	49	76.56%	
Low income (>50% but <80% AMI)	8	12.50%	
Families with children	31	48.44%	
Elderly families	2	3.13	
Families with Disabilities	2	3.13%	
Race/ethnicity- White	48	75.00%	
Race/ethnicity- Black	15	23.44%	
Race/ethnicity- Hispanic	15	23.44%	
Race/ethnicity- Asian/Pacific Is.	1	1.56%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1	1.56%	0 units
1 BR	24	37.50%	40 units
2 BR	30	46.88%	69 units
3BR	6	9.38%	37 units
4 BR	0		7 units

Housing Needs of Families on the Waiting List			
5+ BR	3	4.69%	4 units
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	64		12 vouchers
Extremely low income <=30% AMI	4	6.25%	
Very low income (>30% but <=50% AMI)	57	89.06%	
Low income (>50% but <80% AMI)	3	4.68%	
Families with children	35	54.69%	
Elderly families	16	25%	
Families with Disabilities	13	20.31%	
Race/ethnicity – White	45	70.32%	
Race/ethnicity – Black	19	29.68%	
Race/ethnicity –	8	12.50%	



Housing Needs of Families on the Waiting List			
Hispanic			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	NA	NA	NA
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development

- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

Eligible applicants are admitted to our Public Housing and Section 8 programs based on the date and time of application, and, for public housing, according to bedroom size required.

The following is an extract from our adopted Admissions and Continued Occupancy Policy

Families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities

☒ Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## **2.0 Reasonable Accommodation**

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Municipal Housing Authority of the City of Utica housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Municipal Housing Authority of the City of Utica will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Municipal Housing Authority of the City of Utica will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

### **2.1 Communication**

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

### **2.2 Questions to Ask in Granting the Accommodation**

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such

an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Municipal Housing Authority of the City of Utica will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Municipal Housing Authority of the City of Utica will obtain documentation that the requested accommodation is needed due to the disability. The Municipal Housing Authority of the City of Utica will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
  - 1. Would the accommodation constitute a fundamental alteration? The Municipal Housing Authority of the City of Utica's business is housing. If the request would alter the fundamental business that the Municipal Housing Authority of the City of Utica conducts, that would not be reasonable. For instance, the Municipal Housing Authority of the City of Utica would deny a request to have the Municipal Housing Authority of the City of Utica do grocery shopping for a person with disabilities.
  - 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Municipal Housing Authority of the City of Utica may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the Municipal Housing Authority of the City of Utica retains the right to be shown how the requested accommodation enables the individual to access or use the Municipal Housing Authority of the City of Utica's programs or services.

If more than one accommodation is equally effective in providing access to the Municipal Housing Authority of the City of Utica's programs and services, the Municipal Housing Authority of the City of Utica retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Municipal Housing Authority of the City of Utica if there is no one else willing to pay for the modifications. If another party pays for the modification, the Municipal Housing Authority of the City of Utica will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Municipal Housing Authority of the City of Utica will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

We have the following policy for our Section 8 Program.

#### **H. REASONABLE ACCOMMODATIONS POLICY** [24 CFR 700.245(c)(3)]

It is the policy of this PHA to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before the PHA will treat a person differently than anyone

else. The PHA's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on PHA forms and letters. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan including when a family initiates contact with the PHA, when the PHA initiates contact with a family including when a family applies, and when the PHA schedules or reschedules appointments of any kind.

**To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:**

A physical or mental impairment that substantially limits one or more of the major life activities of an individual;

A record of such impairment; or

Being regarded as having such an impairment

*Note: This is not the same as the HUD definition used for purposes of determining allowances.*

Rehabilitated former drug users and alcoholics are covered under the ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, the PHA will require that a professional third party competent to make the assessment, provides written verification that the person needs the specific accommodation due to their disability and the change is required for them to have equal access to the housing program. If the PHA finds that the requested accommodation creates an undue administrative or financial burden, the PHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the PHA (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the PHA.

The PHA will provide a written decision to the person requesting the accommodation within **a reasonable time**. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the PHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All PHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

### **Verification of Disability**

The PHA will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

### **Applying for Admission**

All persons who wish to apply for any of the PHA's programs must submit an application **in written format**, as indicated in our public notice. Applications will be made available in an accessible format upon request from a person with a disability.

To provide specific accommodation to persons with disabilities, upon request, the information may be mailed to the applicant and, if requested, it will be mailed in an accessible format.

The full application is completed at the eligibility appointment in the applicant's own handwriting, unless assistance is needed, or a request for accommodation is requested by a person with a disability. Applicants will then be interviewed by PHA staff to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation will be requested at this time. The full application will also include questions asking all applications whether reasonable accommodations are necessary.

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**



**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## **1.0 FAIR HOUSING**

It is the policy of the Municipal Housing Authority of the City of Utica to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Municipal Housing Authority of the City of Utica shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Municipal Housing Authority of the City of Utica's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Municipal Housing Authority of the City of Utica will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Municipal Housing Authority of the City of Utica office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Municipal Housing Authority of the City of Utica will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Municipal Housing Authority of the City of Utica will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

The following is our Fair Housing Policy governing our Section 8 Program.

## **G. FAIR HOUSING POLICY**

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Municipal Housing Authority shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, handicap or disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the Municipal Housing Authority of the City of Utica will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

All Housing Authority staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority offices, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organization to keep current with new developments.

Except as otherwise provided in 24CFR8.21©(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the Housing Authority's facilities are

inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout the Housing Authority's office in such a manner as to be easily readable from a wheelchair.

The Municipal Housing Authority of the City of Utica offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the telephone service provider.

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	2,457,552	
b) Public Housing Capital Fund	2,328,665	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,958,921	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants	75,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund Program Grants	1,597,035	
<b>3. Public Housing Dwelling Rental Income</b>	2,230,656	P H Operations
<b>4. Other income (list below)</b>		
Interest on General Fund Investments	477,143	P H Operations
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>14,124,972</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐

When families are within a certain number of being offered a unit: (state number)

☐

When families are within a certain time of being offered a unit: (state time)

☒

Other: (describe)

The following are extracts from our adopted Admissions and Continued Occupancy Policy.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Municipal Housing Authority of the City of Utica will make a preliminary determination of eligibility. The Municipal Housing Authority of the City of Utica will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Municipal Housing Authority of the City of Utica determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Municipal Housing Authority of the City of Utica will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Municipal Housing Authority of the City of Utica will ensure that verification of all preferences, eligibility, suitability and selection factors are current in

order to determine the family's final eligibility for admission into the Public Housing Program.

### **9.3 Families Nearing the Top of the Waiting List**

When a family appears to nearing the top of the waiting list, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Municipal Housing Authority of the City of Utica must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☒ Other (describe)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

### **8.3 Suitability**

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Municipal Housing Authority of the City of Utica will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Municipal Housing Authority of the City of Utica employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Municipal Housing Authority of the City of Utica will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;
2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
3. History of disturbing neighbors or destruction of property;
4. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
5. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Municipal Housing Authority of the City of Utica will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Municipal Housing Authority of the City of Utica will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Municipal Housing Authority of the City of Utica may contact law

enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

## 8.4 Grounds For Denial

The Municipal Housing Authority of the City of Utica is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;



- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Municipal Housing Authority of the City of Utica may waive this requirement if:
  - 1. The person demonstrates to the Municipal Housing Authority of the City of Utica's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Municipal Housing Authority of the City of Utica staff member or resident;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☒ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☒ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?5

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? 5

3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? 5

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☒ All PHA development management offices
- ☒ Management offices at developments with site-based waiting lists
- ☒ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ Three or More

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

#### **10.6 Offer of a Unit**

When the Municipal Housing Authority of the City of Utica discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Municipal Housing Authority of the City of Utica will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Municipal Housing Authority of the City of Utica regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Municipal Housing Authority of the City of Utica will send the family a letter documenting the offer and the rejection.

#### **10.7 Rejection of Unit**

If in making the offer to the family the Municipal Housing Authority of the City of Utica skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Municipal Housing Authority of the City of Utica did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)

☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☒ Other (list)

The following is an extract from our adopted Admissions and Continued Occupancy Policy

## 15.6 Interim Reexaminations

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are not required to report any increase in earned income or decrease in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Municipal Housing Authority of the City of Utica between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Municipal Housing Authority of the City of Utica will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Municipal Housing Authority of the City of Utica will take timely action to process the interim reexamination and

recalculate the tenant's rent.

**(6) Deconcentration and Income Mixing**

This section intentionally left blank in accordance with the instructions provided in HUD PIH Notice 99-51. In accordance with Notice PIH 2001-4, we are responding to revised questions provided in the Notice. See Attachment S.

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments



- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)

The following is an extract from our adopted Section 8 Administrative Plan

### **G. TENANT SCREENING** [24 CFR 982.307)]

The PHA will take into consideration any of the criteria for admission described in the "Denial or Termination of Assistance" chapter.

The PHA **will not** screen family behavior or suitability for tenancy. The PHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before PHA approval of the tenancy, the PHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as:[24 CFR 982.307(a)(3)]

Payment of rent and utility bills

Caring for a unit and premises

Respecting the rights of other residents to the peaceful enjoyment of their housing

Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and

Compliance with other essential conditions of tenancy.

The PHA will give the owner:

The family's current and prior address as shown in the PHA's records; and

The name and address (if known by the PHA) of the landlord at the family's current and prior address.

**The PHA will offer the owner other information in the PHA's possession concerning the family, including:**

**Information about the family's tenancy history; or**

**Information about drug-trafficking by family members**

The same types of information will be supplied to all owners.

The PHA will advise families how to file a complaint if they have been discriminated against by an owner. The PHA will advise the family to make a Fair Housing complaint. The PHA may also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity  
☒ Other (describe below)

The following is an extract from our adopted Section 8 Administrative Plan

H. **INFORMATION TO OWNERS** [24 CFR 982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, the PHA will furnish prospective owners **who request the family's address information in writing from the PHA** with the family's current address as shown in the PHA's records and, if known to the PHA, the name and address of the landlord at the family's current and prior address.

**The PHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.**

The PHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of the PHA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

**The PHA will provide documented information regarding tenancy history for the past five years to prospective landlords** upon written request from the landlord, if available.

The PHA will furnish prospective owners with information about the family's rental history, or any history of drug trafficking.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☒ Other (list below)

Interested persons may request an application form be mailed to them.

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The following is an extract from our adopted Section 8 Administrative Plan

#### **F. TERM OF VOUCHER** [24 CFR 982.303, 982.54(d)(11)]

During the briefing session, each household will be issued a Voucher, which represents a contractual agreement between the PHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

#### **Expirations**

The Voucher is valid for a period of at least sixty calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period unless an extension has been granted by the PHA.

If the Voucher has expired, and has not been extended by the PHA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or

hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

### **Suspensions**

When a Request for Approval of Tenancy is received, the PHA **will not** deduct the number of days required to process the request from the 60 day term of the voucher

### **Extensions**

**A family may request a written request for an extension of the Voucher time period. All requests for extensions must be received prior to the expiration date of the Voucher.**

**Extensions are permissible at the discretion of the PHA up to a maximum of an additional 60 days primarily for these reasons:**

**Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.**

**The PHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial sixty-day period. A completed search record is not required.**

### **Assistance to Voucher Holders**

Families who require additional assistance during their search may call the PHA Office to request assistance. Voucher holders will be notified at their briefing session that the PHA periodically updates the listing of available units and how the updated list may be obtained.

The PHA will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs - NA**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan

- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50



2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☒ Other (list below)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 15.6 Interim Reexaminations

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are not required to report any increase in earned income or decrease in allowable expenses between annual reexaminations.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

### **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing  
☒ Survey of rents listed in local newspaper  
☒ Survey of similar unassisted units in the neighborhood  
☒ Other (list/describe below)

We plan to also utilize the current FMR as a basis for determining our flat rents.

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR  
☒ 100% of FMR

- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?  
(select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

Annual interviews with residents

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25

☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. See Attachment J.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

?? List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	942 units	157 families
Section 8 Vouchers	174	12
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

#### **(1) Public Housing Maintenance and Management: (list below)**

- Agency Plan
- Admissions and Continued Occupancy Policy
- Capitalization Policy
- Capital Fund Program Annual Statement and 5-Year Action Plan
- Check Signing Policy
- Community Space Policy
- Criminal Records Management Policy
- Deconcentration Policy
- Disposition Policy
- Drug-Free Workplace Policy
- Dwelling Lease
- Equal Housing Opportunity Policy
- Ethics Policy
- Funds Transfer Policy
- Grievance Procedures
- Personnel Policy
- Investment Policy
- Maintenance Policy
- Procurement Policy
- Harassment Policy
- Trespassing Policy
- Pet Policy
- Pest Control Policy
- Schedule of Flat Rents
- Schedule of Standard Charges to Residents

#### **(2) Section 8 Management: (list below)**

- Administrative Plan
- Voucher Holders Packet

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
  - ☒ PHA development management offices
  - ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
  - ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

## A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

Attachment B: Municipal Housing Authority of the City of Utica Capital Funds Program Annual Statement

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

Attachment C: Municipal Housing Authority of the City of Utica Capital Fund Program 5 Year Action Plan

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)



## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - ☐ Revitalization Plan under development
  - ☐ Revitalization Plan submitted, pending approval
  - ☐ Revitalization Plan approved
  - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

**NY006-10 Washington Courts**  
**NY006-01 Adrean Terrace**

- ☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

**NY006-10 Humphrey Gardens**

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## **8. Demolition and Disposition**

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

**Disposition of NY006-10 Washington Courts (Federalization). Goldbas Homes (Federalization) has been demolished and the site will be disposed of.**

**Partial demolition of NY006-1 Adrean Terrace**

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Washington Courts
1b. Development (project) number: NY006-10 (Federalization)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>05/01/01</u>
5. Number of units affected: 111
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 05/01/02 b. Projected end date of activity: 11/01/02

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Goldbas Homes

1b. Development (project) number: NY006-10 (Federalization)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (05/01/01)
5. Number of units affected: 0
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development (units have been demolished – site disposition only)
7. Timeline for activity: a. Actual or projected start date of activity: 05/01/02 b. Projected end date of activity: 11/01/02

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Adrean Terrace
1b. Development (project) number: NY006-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (05/01/01)
5. Number of units affected: 17
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 05/01/02 b. Projected end date of activity: 11/01/02

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than

conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 08/14/97

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**



**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS Program	20 Residents	Random/TANF	All Development offices	Both
Computer Lab – Job Center	ALL	ALL	All Development offices	Both
Youth About Learning Center	All	All	All Developments	Both


**(2) Family Self Sufficiency program/s**

a. Participation Description: **NA**

**The Housing Authority is developing and implementing a economic self sufficiency program for public housing residents and Section 8 Program participants. This program is voluntary and is not a required HUD Family Self-Sufficiency program. We are utilizing this section to describe our program**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2001 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	20 Participants	Program in initial stages of implementation.
Section 8	Included in the above	Program in initial stages of implementation.

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? – **NA**  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies

☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

See Attachment F: Municipal Housing Authority of the City of Utica Community Service Implementation Statement

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports

- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Washington Courts  
Gillmore Village  
Adrean Terrace  
F.X. Matts  
N.D. Peters

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Washington Courts  
Gillmore Village  
Adrean Terrace  
F.X. Matts  
N.D. Peters

Economic self-sufficiency programs are available to all family developments.

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Local police services are available to all developments. Contract security is also provided as well as staff security.

#### **D. Additional information as required by PHDEP/PHDEP Plan - NA**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: )

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See Attachment E: Municipal Housing Authority of the City of Utica Pet Policy Statement

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)? \_\_\_\_\_

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☒ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (File name) Attachment W  
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
  
☒ Other: (list below)

**See Attachment W**

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☒ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations  
☐ Candidates could be nominated by any adult recipient of PHA assistance  
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot  
☒ Other: (describe)

It is the policy of the Municipal Housing Authority of the City of Utica that nominations of candidates for tenant representatives on the Board of Commissioners shall be made by a petition (which shall be supplied by the Authority) containing the signatures of qualified residents from all of the Housing Authority's developments.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance  
☐ Any head of household receiving PHA assistance

- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☒ Other (list)

All residents in good standing whose names are listed with the Authority, who have resided in an Authority project for at least ninety days prior to the date set for election and are eighteen (18) years of age or older on the date of election, shall be eligible to nominate, vote for and be a tenant representative.

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

All heads of households in good standing whose names are listed with the Authority, who have resided in an Authority development for at least ninety days prior to the date set for election and are eighteen (18) years of age or older on the date of election, shall be eligible to nominate, vote for and be a tenant representative.

See Attachment H: – Municipal Housing Authority of the City of Utica Resident Member on the PHA Governing Board

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of New York; and The City of Utica, an Entitlement City.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)



- ?? The Housing Authority will continue to maintain and renovate its public housing units.
- ?? We have adopted rent policies that support and encourage work by not requiring working families to report increases in income or decreases in allowable expenses between regular reexaminations.
- ?? The Housing Authority will continue to market its public housing and Section 8 program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Utica.
- ?? The Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
- (1) Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
  - (2) To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
  - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
  - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
  - (5) To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that is representative of the range of incomes of low income families in our jurisdiction.
  - (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
- ?? We have similar principles for our Section 8 program:

- (1) To provide decent, safe and sanitary housing for very low income families while maintaining their rent payments at an affordable level.
- (2) To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.
- (3) To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.
- (4) To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.
- (5) To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Housing Authority's mission.
- (6) To attain and maintain a high level of standards and professionalism in our day to day management of all program components.
- (7) To administer an efficient, high-performing agency through continuous improvement of the Housing Authority support systems and commitment to our employees and their development.
- (8) To encourage self sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational and other human service needs.
- (9) To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

Our agency is part of the entire effort undertaken by the City of Utica, Oneida County and the State of New York to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified in the Consolidated Plan, in accordance with our goals and objectives included in this Plan, we will try to address some of the identified need by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to enhance the affordable housing available in our community. We intend to continue working with our local partners to try and meet these identified needs.

This year we expect to utilize the funds we receive for our existing programs. We will continue to use those resources to house people. At this time we also intend to apply for Public Housing Drug Elimination Program funds. We will consider applying for additional units because we believe we have sufficient need for additional housing resources for the applicants on our waiting lists for the public housing and Section 8 programs. We will also be focusing on management improvements, modernization and increasing the number of owners willing to participate in our Section 8 program. Priorities and guidelines for programs often change from year to year and our decisions to pursue certain opportunities and resources may change over the coming year if there are program changes beyond our control.

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The New York State Consolidated Plan establishes three strategic objectives that are of equal importance and form the basis of New York State's strategy:

1. **Preserve and increase the supply of decent, safe and affordable housing available to all low and moderate income households, and help identify and develop available resources to assist in the development of housing.**

The need analysis describes a shortage of affordable housing units in New York State. By increasing the number of decent and affordable housing units, New York State will be addressing each of the housing problems: overcrowding, substandard units, and cost burden. The State plan includes the increase of the supply of decent and affordable housing by assisting in the financing of new construction, substantial rehabilitation, and conversion of previously nonresidential properties. While not specifically targeting funds in the Consolidated Plan for such programs, New York State believes it has a vested interest in the federal government's commitment to continue to provide resources for the operations, maintenance and preservation of Section 8 and public housing. The Consolidate Plan states: "The preservation of this irreplaceable low-income housing asset should remain a federal priority. Specifically, the federal government should maintain its commitment to rental assistance, preservation of housing eligible for mortgage prepayment and funding for operations, repairs, maintenance and modernization of public housing."

**2. Improve the ability of low and moderate income New Yorkers to access rental and home-ownership opportunities.**

Cost burden is identified as the most widespread of all the various housing problems by New Yorkers. Cost burden disproportionately affects New Yorkers with low and moderate incomes. Renters make up the substantial majority of households with cost burden.

The Consolidated Plan includes the provision of rental assistance where possible and also to providing home-ownership opportunities to low-income and minority households. State housing agencies are encouraged to apply for Section 8 program funding.

The Consolidated Plan notes that there are insufficient Federal and State capital subsidies to increase the supply of affordable housing to address the problems of all those with cost burdens.

Additional strategies include making mortgages available with below market interest rates to first-time home - buyers and providing rehabilitation assistance to low-income homeowners.

**3. Address the shelter, housing, and service needs of the homeless poor and others with special needs.**

The Consolidated Plan reflects that the demand for housing and supportive assistance for the homeless far exceeds the supply; particularly, the frail elderly, disabled, and other segments of the Population requiring supportive living arrangements or services.

Among the programs to be utilized, are the various Section 8 programs.

The Consolidated Plan addresses Public Housing Resident Initiatives.

“The State does have a State public housing program as noted in the Needs Assessment. Tenant participation in the management of housing authorities is not only encouraged in this State, but mandated in New York’s Public Housing Law, which provides that authorities having a population under one million be composed of up to seven members, including two tenants elected by public housing residents. The underlying philosophy has been to ensure that tenants’ needs and concerns are effectively communicated to the governing body of the authority and, when necessary, to DHCR, as the supervising State agency.”

The use of the term “low and moderate income households” includes all households at or below 80 percent of median income. Extremely low-income households are included in this category which has been identified in the needs analysis as having the highest magnitude of housing problems.

The New York State Objectives respond to the purposes of the National Affordable Housing Act that are:

1. to help families not owning a home to save for a down payment for the purchase of a home;
2. to retain wherever feasible as housing affordable to low-income families those dwelling units produced for such purposes with Federal assistance;
3. to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low-income and moderate-income families;
4. to expand and improve Federal rental assistance for very low-income families; and
5. to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

### **City of Utica Consolidated Plan**

The City of Utica Consolidated Plan establishes similar goals: provide decent housing; provide a suitable living environment; and to expand economic opportunities.

The City has identified the housing needs of very and extremely low income households:

- a. demolition of hazardous and dilapidated housing;
- b. rental assistance, particularly for special needs populations, single persons, and large households;
- c. development of affordable or subsidized large and supported apartments to accommodate large households and single individuals;
- d. expansion of public and assisted rental housing opportunities;
- e. increased public assistance shelter allowances to meet the actual costs of housing;

- f. weatherization assistance to maintain low operating costs;
- g. lead hazard control.

The City's Consolidated Plan includes a section describing Public Housing, Section 8 and Assisted Housing provided to residents.

The City's 5 year strategic plan meets the CDGB national goals to:

- ?? provide decent and affordable housing;
- ?? expanded economic opportunities for individuals and businesses; and
- ?? suitable living environments.

The City's strategic plan and principles parallel the plans of the Housing Authority.

- ?? Build on Utica's assets and available resources
- ?? Cultivate and empower community based organizations
- ?? Take maximum advantage of available programs and funding
- ?? Provide coordinated housing and social services
- ?? Rejuvenate our physical infrastructure and environment
- ?? Rebuild and revitalize our neighborhood commercial areas
- ?? Promote crime prevention through community policing
- ?? Strengthen our neighborhoods
- ?? Retain and expand our existing businesses and target new ones
- ?? Provide continuum of care services to the homeless in a coordinated fashion
- ?? Provide job training opportunities for low-income youth
- ?? Reduce childhood lead poisoning through housing rehabilitation and community education.

The City's Annual Action Plan establishes three priority areas:

- A. neighborhood revitalization
- B. community-based economic development, and
- C. human services

These priority areas are incorporated into the following:

- A. general operations
- B. economic development
- C. housing
- D. neighborhood revitalization
- E. health and human services, and
- F. homelessness.

The City's Action Plan, Section VI, outlines the Public Housing Annual Plan for improving the viability of the Housing Authority's developments. The Housing Authority strategy is recognized as a viable and critical component of the City's Consolidated Plan. The City's plans further recognize and support the need of cooperative and coordinated efforts of social service and housing activities.

In summary, the New York State Consolidated Plan and the City of Utica's strategies are consistent with and support the goals and objectives of the Municipal Housing Authority of the City of Utica.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

The final Agency Plan Rule contains a requirement in 24 CFR 903.7® that agency plans contain a locally derived definition of "substantial deviation" and "significant amendment or modification."

The Housing Authority of the City of Utica has adopted a definition of substantial deviation and significant amendment or modification. That definition is provided in:

#### **Attachment D –Housing Authority of the City of Utica Definition of Substantial Deviation and Significant Amendment or Modification**

### **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A: Municipal Housing Authority of the City of Utica Deconcentration Policy

Attachment B: Municipal Housing Authority of the City of Utica Capital Fund Program Annual Statement for Fiscal Year 2002

Attachment C: Municipal Housing Authority of the City of Utica Capital Fund Program 5 Year Action Plan

Attachment D: Housing Authority of the City of Utica Definition of Substantial Deviation and Significant Amendment or Modification

Attachment E: Municipal Housing Authority of the City of Utica Pet Policy Statement

Attachment F: Municipal Housing Authority of the City of Utica Community Service Implementation Statement

Attachment G: Municipal Housing Authority of the City of Utica Statement of Progress in Meeting Goals and Objectives

Attachment H: Municipal Housing Authority of the City of Utica Resident Board Members

Attachment I – Municipal Housing Authority of the City of Utica List of Resident Advisory Board Members

Attachment J – Municipal Housing Authority of the City of Utica Organization Chart

Attachment K: Municipal Housing Authority of the City of Utica Capital Fund Program Replacement Housing Factor for FY 1999

Attachment L: Municipal Housing Authority of the City of Utica Capital Fund Program Replacement Housing Factor for FY 2000

Attachment M: Municipal Housing Authority of the City of Utica Capital Fund Program Replacement Housing Factor for FY 2001

Attachment N: Municipal Housing Authority of the City of Utica Capital Fund Program Replacement Housing Factor for FY 2002

Attachment O: Municipal Housing Authority of the City of Utica Comprehensive Grant Program P & E Report for FY 1999

Attachment P: Municipal Housing Authority of the City of Utica Comprehensive Grant Program Final Report for FY 1999

Attachment Q: Municipal Housing Authority of the City of Utica Capital Fund Program P & E Report for FY 2000

Attachment R: Municipal Housing Authority of the City of Utica Capital Fund Program P & E Report for FY 2001

Attachment S: Municipal Housing Authority of the City of Utica Deconcentration and Income Mixing



Attachment T: Municipal Housing Authority of the City of Utica Voluntary Conversions of Developments from Public Housing Stock; Required Initial Assessments

Attachment U: Municipal Housing Authority of the City of Utica FY 2001 PHAS Resident Survey Follow Up Plan

Attachment V: Municipal Housing Authority of the City of Utica Resident Comments and Housing Authority Response

## Attachment S

### Municipal Housing Authority of the City of Utica

#### Fiscal Year 2002 Agency Plan

##### **Component 3, (6) Deconcentration and Income Mixing**

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## Attachment B

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Municipal Housing Authority of the City of Utica, NY		<b>Grant Type and Number</b> Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	465,733			
3	1408 Management Improvements Soft Costs	76,000			
	1408Management Improvements Hard Costs				
4	1410 Administration	232,866			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	100,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	60,859			
10	1460 Dwelling Structures	1,051,841			
11	1465.1 Dwelling Equipment—Nonexpendable	42,500			
12	1470 Nondwelling Structures	50,000			
13	1475 Nondwelling Equipment	6,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	10,000			
18	1499 Development Activities	232,866			
19	1502 Contingency				

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Municipal Housing Authority of the City of Utica, NY		<b>Grant Type and Number</b> Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
	Amount of Annual Grant: (sum of lines.....)	2,328,665			
	Amount of line 21 Related to LBP Activities	200,000			
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures	200,000			
	Collateralization Expenses or Debt Service				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: <b>Municipal Housing Authority of the City of Utica</b>		Grant Type and Number Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Operations</u></b>	1406						
	HA-wide operating expenses normally paid by operating subsidy		Lump Sum	465,733				
	<b>Subtotal Acct 1406</b>			<b>465,733</b>				
<b>HA Wide</b>	<b><u>Management Improvements</u></b>	1408						
	A) Tenant Advocate-Multi-lingual Tenant Advocate		Lump Sum	30,000				
	B) Housing Development Specialist-Energy Performance Contracting, HOPE VI and other Development		Lump Sum	46,000				
	<b>Subtotal Acct 1408</b>			<b>76,000</b>				
<b>HA Wide</b>	<b><u>Administration</u></b>	1410						
	Modernization & Assistant Mod. Coordinator, Sr. Bookkeeper, Sr. Typist, Executive Director w/ benefits		Lump Sum	232,866				
	<b>Subtotal Acct 1410</b>			<b>232,866</b>				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: <b>Municipal Housing Authority of the City of Utica</b>		Grant Type and Number Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>HA Wide</b>	<b><u>Fees and Costs</u></b>	1430						
	A&E Services and Testing		Lump Sum	100,000				
	<b>Subtotal Acct 1430</b>			<b>100,000</b>				
	<b><u>Site Improvements</u></b>	1450						
NY006-2 N.D. Peters Manor	Landscaping, sidewalk replacements		Lump Sum	20,000				
	Electrical Overhead lines and poles		Lump Sum	10,000				
NY006-4 Perretta Twin Towers	Repave Lot "B"		Lump Sum	20,000				
NY006-10 Goldbas Homes	Grading and Landscaping		Lump Sum	10,859				
	<b>Subtotal Acct 1450</b>			<b>60,859</b>				
	<b><u>Dwelling Structures</u></b>	1460						
NY006-4 Perretta Twin Towers	Common Area Renovations		Lump Sum	7,500				
	Apartment Renovations		As Sched.	55,000				
NY006-10 Washington Courts	Apartment Renovations		As Sched.	11,000				
NY006-7 Marino Ruggiero	Apartment Renovations		As Sched.	13,750				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: <b>Municipal Housing Authority of the City of Utica</b>			Grant Type and Number Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Duplexes								
	Common Area Renovations		Lump Sum	7,500				
NY006-10 F.X.Matt Apartments	Apartment Renovations		As Sched.	60,000				
	Cycle Painting		Lump Sum	82,500				
NY006-10 Humphrey Gardens	Cycle Painting		Lump Sum	121,500				
	Apartment Renovations		As Sched.	165,000				
NY006-10 Gillmore Village	Cycle Painting		Lump Sum	75,000				
	Apartment Renovations		As Sched.	290,000				
NY006-1 Adrean Terrace	Apartment Renovations		As Sched.	75,000				
	Cycle Painting		Lump Sum	88,091				
	<b>Subtotal Acct 1460</b>			<b>1,051,841</b>				
	<b><u>Dwelling Equipment</u></b>	1465.1						
NY006-4 Perretta Twin Towers	Replace Stove and Refrigerators		As needed	5,500				
NY006-10 Washington Courts	Replace Stove and Refrigerators		As needed	5,500				
NY006-7 Marino-Ruggiero/	Replace Stove and Refrigerators		As needed	3,000				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: <b>Municipal Housing Authority of the City of Utica</b>		Grant Type and Number Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Duplexes								
NY006-10 F.X. Matt Apartments	Replace Stove and Refrigerators		As needed	3,000				
NY006-10 Humphrey Gardens	Replace Stove and Refrigerators		As needed	5,500				
NY006-10 Gillmore Village	Replace Stove and Refrigerators		As needed	10,000				
NY006-1 Adrean Terrace	Replace Stove and Refrigerators		As needed	10,000				
	<b>Subtotal Acct 1465.1</b>			<b>42,500</b>				
	<b><u>Non Dwelling Structures</u></b>	1470						
NY006-1 Adrean Terrace	Storage Shed Renovation		Lump Sum	10,000				
NY006-4 Perretta Twin Towers	Administrative Office addition/renovation of existing space		Lump Sum	40,000				
	<b>Subtotal Acct 1470</b>			<b>50,000</b>				
HA Wide	<b><u>Non Dwelling Equipment</u></b>	1475						
	Office Furniture and Equipment			6,000				
	<b>Subtotal Acct 1475</b>			<b>6,000</b>				



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: <b>Municipal Housing Authority of the City of Utica</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: NY06P00650102 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide	<u><b>Relocation Costs</b></u>		1495						
	Relocation to accomplish renovations and demolition				10,000				
	<b>Subtotal Acct 1495</b>				<b>10,000</b>				
HA Wide	<u><b>Development Activities</b></u>		1499						
	Mixed Financing program to sell bonds backed by CFP allocations for HOPE VI Demo and Revitalization, energy performance contracting and redevelopment projects			Lump Sum	232,866				
	<b>Subtotal Acct 1499</b>				<b>232,866</b>				
	<b>Grand Total</b>				<b>2,328,665</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: <b>Municipal Housing Authority of the City of Utica, NY</b>				Grant Type and Number Capital Fund Program No: NY06P00650102 Replacement Housing Factor No:			Federal FY of Grant: <b>2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MANAGEMENT IMPROVEMENTS	09/30/03			03/30/05			
NY06P006010 - G.V.	09/30/03			03/30/05			
NY06P006010 - H.G.	09/30/03			03/30/05			
NY06P006010 - W.C.	09/30/03			03/30/05			
NY06P006010 - F.X.M.	09/30/03			03/30/05			
NY06P006007 - M.R./ DUPLEXES	09/30/03			03/30/05			
NY06P006004 - P.T.T.	09/30/03			03/30/05			
NY06P006002 - N.D.P.	09/30/03			03/30/05			
NY06P006001 - A.T.	09/30/03			03/30/05			
NY06P006010 - G.H.	09/30/03			03/30/05			



**Attachment C**  
**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name : Municipal Housing Authority of the City of Utica, NY				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 2002	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 07/01/03	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 07/01/04	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 07/01/05	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 07/01/06
	Annual Statement				
<b>HA Wide</b>		701,704	701,704	701,704	701,704
<b>NY06-01</b>		217,261	310,000	285,000	160,000
<b>NY06-02</b>		60,000	230,000	00	238,000
<b>NY06-04</b>		36,700	261,711	85,500	60,500
<b>NY06-07</b>		944,500	71,750	36,750	16,750
<b>NY06-10</b>		368,500	753,500	1,219,711	1,151,711
CFP Funds Listed for 5-year planning		2,328,665	2,328,665	2,328,665	2,328,665
Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 PHA FY: 07/01/03			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY: 07/01/04		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	<b>HA Wide</b>	<u>Management Improvements</u>	76,000	<b>HA Wide</b>	<u>Management Improvements</u>	76,000
Annual		<u>Administration</u>	232,866		<u>Administration</u>	232,866
Statement	<b>HA Wide</b>	<u>Fees and Costs</u> A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000	<b>HA Wide</b>	<u>Fees and Costs</u> A& E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000
		<u>Operations</u> P H Operations	292,838		<u>Operations</u> P H Operations	292,838
		<b>Subtotal HA Wide</b>	<b>701,704</b>		<b>Subtotal HA Wide</b>	<b>701,704</b>
	<b>NY06-01</b>	<u>Dwelling Structures</u>		<b>NY06-01</b>	<u>Dwelling Structures</u>	
		Exterior Porch Improvements & Wrought Iron Railing Installation	25,000		Apartment Renovations	300,000
		Radiator Control Values & Heating System Upgrade	182,261			
	<b>NY06-01</b>	<u>Dwelling Equipment</u>		<b>NY06-01</b>	<u>Dwelling Equipment</u>	
		Stoves & Refrigerator	10,000		Stoves & Refrigerators	10,000
		<b>Subtotal NY06-1</b>	<b>217,261</b>		<b>Subtotal NY06-1</b>	<b>310,000</b>

	<b>NY06-02</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-02</b>	<b><u>Site Improvements</u></b>	
		Playground Equipment	50,000		Landscaping & Sidewalks	30,000
	<b>NY06-02</b>	<b><u>Site Improvements</u></b>		<b>NY06-02</b>	<b><u>Dwelling Improvements</u></b>	
		Exterior Porch Improvements and Wrought Iron Railing Installation	10,000		Porch and Exterior Façade Improvements	200,000
		<b>Subtotal NY06-2</b>	<b>60,000</b>		<b>Subtotal NY06-2</b>	<b>230,000</b>
	<b>NY06-04</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-04</b>	<b><u>Dwelling Improvements</u></b>	
		Garbage Compactors	31,200		Replacement Windows	201,211
		Stoves & Refrigerators	5,500		Apartment Renovations	55,000
		<b>Subtotal NY06-4</b>	<b>36,700</b>	<b>NY06-04</b>	<b><u>Dwelling Equipment</u></b>	
					Stoves & Refrigerators	5,500
					<b>Subtotal NY06-4</b>	<b>261,711</b>
	<b>NY06-07</b>	<b><u>Dwelling Structures</u></b>		<b>NY06-07</b>	<b><u>Dwelling Structures</u></b>	
		Roof Replacement	200,000		Apartment Renovations	13,750
		Replacement Windows, Siding, Storm Doors @ Duplexes	100,000		Cycle Painting	55,000
		Elevator System Installation	500,000		<b><u>Dwelling Equipment</u></b>	
		Elevator System Upgrades	125,000		Stoves & Refrigerators	3,000
		<b><u>Dwelling Equipment</u></b>			<b>Subtotal NY06-7</b>	<b>71,750</b>
		Garbage Compactors	16,500			
		Stoves & Refrigerators	3,000	<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Structures</u></b>	
		<b>Subtotal NY06-7</b>	<b>944,500</b>		Apartment Renovations	60,000

				<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Equipment</u></b>	3,000
	<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Structures</u></b>			<b>Subtotal NY06-10</b>	<b>63,000</b>
		Roof Replacement	80,000			
	<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-10 Washington Courts</b>	<b><u>Dwelling Equipment</u></b>	
		Stoves & Refrigerators	3,000		Stoves & Refrigerators	5,500
	<b>NY06-10 FX Matt Apts</b>	<b><u>Site Improvements</u></b>		<b>NY06-10 Washington Courts</b>	<b><u>Demolition</u></b>	
		Playground Equipment	50,000		Development	200,000
		<b>Subtotal NY06-10</b>	<b>133,000</b>		<b>Subtotal NY06-10</b>	<b>205,500</b>
	<b>NY06-10 Washington Courts</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-10 Gillmore Village</b>	<b><u>Dwelling Equipment</u></b>	
		Stoves & Refrigerators	5,500		Stoves & Refrigerators	10,000
	<b>NY06-10 Washington Courts</b>	<b><u>Demolition</u></b>		<b>NY06-10 Gillmore Village</b>	<b><u>Dwelling Structures</u></b>	
		Development	200,000		Apartment Renovations	300,000
		<b>Subtotal NY06-10</b>	<b>205,500</b>		<b>Subtotal NY06-10</b>	<b>310,000</b>
	<b>NY06-10 Gillmore Village</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-10 Humphrey Gardens</b>	<b><u>Dwelling Structures</u></b>	
		Stoves & Refrigerators	10,000		Apartment Renovations	165,000
		<b>Subtotal NY-6-10</b>	<b>10,000</b>	<b>NY06-10 Humphrey Gardens</b>	<b><u>Dwelling Equipment</u></b>	
					Stoves & Refrigerators	10,000
	<b>NY06-10 Humphrey Gardens</b>	<b><u>Dwelling Structures</u></b>			<b>Subtotal NY06-10</b>	<b>175,000</b>
		Exterior Porch Improvements & Wrought Iron Railing Installation	10,000			

	<b>NY06-10 Humphrey Gardens</b>	<b><u>Dwelling Equipment</u></b>				
		Stoves & Refrigerators	10,000			
		<b>Subtotal NY06-10</b>	<b>20,000</b>			
	<b>Total CFP Estimated Cost</b>		<b>2,328,665</b>			<b>2,328,665</b>



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year <u>4</u> FFY Grant: 2005 PHA FY: 07/01/05			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY: 07/01/06		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA Wide	<u>Management Improvements</u>	76,000	HA Wide	<u>Management Improvements</u>	76,000
	<u>Administration</u>	232,866		<u>Administration</u>	232,866
HA Wide	<u>Fees and Costs</u> A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000	HA Wide	<u>Fees and Costs</u> A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	100,000
	<u>Operations</u> P H Operation	292,838		<u>Operations</u> P H Operations	292,838
	<b>Subtotal HA Wide</b>	<b>701,704</b>		<b>Subtotal HA Wide</b>	<b>701,704</b>
NY06-01	<u>Site Improvements</u>		NY06-01	<u>Dwelling Structures</u>	
	Exterior Lighting, Sidewalks, Landscaping & Park Equipment	25,000		Apartment Renovations	150,000
NY06-01	<u>Dwelling Structures</u>		NY06-01	<u>Dwelling Equipment</u>	
	Apartment Renovations	150,000		Stoves & Refrigerators	10,000
	Replacement Windows	100,000		<b>Subtotal NY06-1</b>	<b>160,000</b>
NY06-01	<u>Dwelling Equipment</u> Stoves & Refrigerators	10,000			
	<b>Subtotal NY06-1</b>	<b>285,000</b>			
NY06-04	<u>Site Improvements</u>		NY06-02	<u>Dwelling Improvements</u>	

	Landscaping, Benches, & Tables, etc.	25,000		Cycle Painting	138,000
<b>NY06-04</b>	<b><u>Dwelling Equipment</u></b>			Replacement Windows	100,000
	Stoves & Refrigerators	5,500		<b>Subtotal NY06-2</b>	<b>238,000</b>
<b>NY06-04</b>	<b><u>Dwelling Structures</u></b>				
	Apartment Renovations	55,000	<b>NY06-04</b>	<b><u>Dwelling Improvements</u></b>	
	<b>Subtotal NY06-04</b>	<b>85,500</b>		Apartment Renovations	55,000
			<b>NY06-04</b>	<b><u>Dwelling Equipment</u></b>	5,500
<b>NY06-07</b>	<b><u>Dwelling Structures</u></b>			Stoves & Refrigerators	5,500
	Front Entrance Vestibule & Hallway Improvements	20,000		<b>Subtotal NY06-4</b>	60,500
	Apartment Renovations	13,750			
<b>NY06-07</b>	<b><u>Dwelling Equipment</u></b>		<b>NY06-07</b>	<b><u>Dwelling Structures</u></b>	
	Stoves & Refrigerators	3,000		Apartment Renovations	13,750
	<b>Subtotal NY06-7</b>	<b>36,750</b>	<b>NY06-07</b>	<b><u>Dwelling Equipment</u></b>	
				Stoves & Refrigerators	3,000
<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Structures</u></b>			<b>Subtotal NY06-7</b>	<b>16,750</b>
	Apartment Renovations	30,000			
	Replacement Windows	100,000	<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Structures</u></b>	
<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Equipment</u></b>			Apartment Renovations	30,000
	Stoves & Refrigerators	3,000	<b>NY06-10 FX Matt Apts</b>	<b><u>Dwelling Equipment</u></b>	
	<b>Subtotal NY06-10</b>	<b>133,000</b>		Stoves & Refrigerators	3,000
				<b>Subtotal NY06-10</b>	<b>33,000</b>
<b>NY06-10 Washington Courts</b>	<b><u>Dwelling Equipment</u></b>				
	Stoves & Refrigerators	5,500	<b>NY06-10 Washington Courts</b>	<b><u>Dwelling Equipment</u></b>	
<b>NY06-10 Washington Courts</b>	<b><u>Demolition</u></b>			Stoves & Refrigerators	5,500

	Development	200,000	NY06-10 Washington Courts	<u>Demolition</u>	
	<b>Subtotal NY06-10</b>	<b>205,500</b>		Development	
				<b>Subtotal NY06-10</b>	<b>205,500</b>
<b>NY06-10 Gillmore Village</b>	<u>Dwelling Equipment</u>				
	Stoves & Refrigerators	10,000	NY06-10 Gillmore Village	<u>Dwelling Equipment</u>	
<b>NY06-10 Gillmore Village</b>	<u>Dwelling Structures</u>			Stoves & Refrigerators	10,000
	Apartment Renovations	150,000	NY06-10 Gillmore Village	<u>Dwelling Structures</u>	
	<b>Subtotal NY06-10</b>	<b>160,000</b>		Apartment Renovations	150,000
				Sewer Line Improvements	10,000
<b>NY06-10 Humphrey Gardens</b>	<u>Dwelling Structures</u>			Replacement Windows	100,000
	Apartment Renovations	82,500	NY06-10 Gillmore Village	<u>Non-Dwelling Structures</u>	
	Replacement Windows	100,000		New Maintenance/ Community Room Facility	550,711
<b>NY06-10 Humphrey Gardens</b>	<u>Dwelling Equipment</u>			<b>Subtotal NY06-10</b>	<b>820,711</b>
	Stoves & Refrigerators	10,000			
<b>NY06-10 Humphrey Gardens</b>	<u>Non-Dwelling Structures</u>		NY06-10 Humphrey Gardens	<u>Dwelling Structures</u>	
	New Maintenance/ Community Room Facility	528,711		Apartment Renovations	82,500
	<b>Subtotal NY06-10</b>	<b>721,211</b>	NY06-10 Humphrey Gardens	<u>Dwelling Equipment</u>	
				Stoves & Refrigerators	10,000
				<b>Subtotal NY06-10</b>	<b>92,500</b>
<b>Total CFP Estimated Cost</b>		<b>2,328,665</b>			<b>2,328,665</b>

## **Attachment D**

### **Municipal Housing Authority Of The City Of Utica**

#### **Fiscal Year 2002 Agency Plan**

#### **Definition Of Substantial Deviation And Significant Amendment Or Modification**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Municipal Housing Authority of the City of Utica that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

**Attachment E**

**Municipal Housing Authority of the City of Utica**

**Fiscal Year 2002 Agency Plan**

**Pet Policy Statement**

The Municipal Housing Authority of the City of Utica allows for pet ownership in its developments with the written pre-approval of the Housing Authority.

The Municipal Housing Authority of the City of Utica adopts the following reasonable requirements as part of the Pet Policy:

1. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units.
2. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Municipal Housing Authority of the City of Utica harmless from any claims caused by an action or inaction of the pet.
3. Residents must have the prior written approval of the Housing Authority before moving a pet into their unit.
4. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.
5. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.
6. A pet deposit of \$350 is required at the time of registering a pet.
7. The Municipal Housing Authority of the City of Utica will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles).

All dogs and cats must be spayed (female) or neutered (male) before they become six months old. A licensed veterinarian must verify this fact.

Only one pet per unit will be allowed according to this schedule.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed (Rottweilers, Pit Bulls, Dobermans, Chows)

No animal may exceed forty (40) pounds in weight projected to full adult size.

8. Dogs and cats must be kept on a lease accompanied by the owner at all times when outside the unit. Pets are not to be left outside by themselves.
9. No guests are allowed to bring pets on community premises (no pet sitting).
10. Pets shall not be permitted in any common areas within the buildings except when directly leaving and entering the building.
11. Before acquiring a pet, the resident must also provide the Project Manager with a notarized statement signed by the resident and his representative who will be responsible for the care of the residents' pet in case of the residents' illness, hospitalization, death or other emergency.
12. In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Municipal Housing Authority of the City of Utica to attest to the inoculations.
13. The Municipal Housing Authority of the City of Utica, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

## **Attachment F**

### **Municipal Housing Authority of the City of Utica**

#### **Fiscal Year 2002 Agency Plan**

#### **Implementation of Public Housing Resident Community Service Requirements**

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Municipal Housing Authority of the City of Utica has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the following requirements.

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The administrative steps that we will take to implement the Community Service Requirements include the following:

**1. Development of Written Description of Community Service Requirement:**

The Municipal Housing Authority of the City of Utica has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

**2. Scheduled Changes in Leases:**

The Municipal Housing Authority of the City of Utica has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

**3. Written Notification to Residents of Exempt Status to each Adult Family Member:**

The Municipal Housing Authority of the City of Utica will notify residents at the time of their recertification.

**4. Cooperative Agreements with TANF Agencies:**

The Municipal Housing Authority of the City of Utica has a Cooperative Agreement with the TANF Agency (Oneida County Department of Social Services).

**5. Programmatic Aspects:**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Municipal Housing Authority of the City of Utica will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Resident Advisory Board, the Municipal Housing Authority of the City of Utica may create volunteer positions such as, litter patrols, and supervising and record keeping for volunteers.



## **Attachment G**

### **Municipal Housing Authority of the City of Utica**

#### **Statement of Progress in Meeting the 5-Year Plan Mission and Goals**

The following table reflects the progress we have made in achieving our goals and objectives:

<b>GOAL ONE: EXPAND THE SUPPLY OF ASSISTED HOUSING</b>	
<b>Objective</b>	<b>Progress</b>
<b>Apply for additional rental vouchers:</b>	We will apply as NOFAs are issued
<b>Reduce public housing vacancies:</b>	We have started preparation of a marketing plan
<b>Leverage private or other public funds to create additional housing opportunities:</b>	We have executed a contract with a consultant to apply for HOPE VI revitalization funds in FFY 2001.
<b>Acquire or build units or developments</b>	We submitted a HOPE VI Revitalization application to HUD in FY 2001 and were not successful. We intend to again apply for funding in response to the FY 2002 NOFA.

<b>GOAL TWO: IMPROVE THE QUALITY OF ASSISTED HOUSING</b>	
<b>Objective</b>	<b>Progress</b>
<b>Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)</b>	All Section 8 inspections are accomplished on a timely basis.
<b>Renovate or modernize public housing units:</b>	This is an on going activity at several of our developments. We have initiated a Force Account crew to renovate units throughout public housing.
<b>Demolish or dispose of obsolete public housing:</b>	We submitted a HOPE VI Revitalization application to HUD in FY 2001 and were not successful. We intend to again apply for funding in response to the FY 2002 NOFA.
<b>Provide replacement public housing: Provide replacement vouchers:</b>	We will apply as NOFAs are issued

<b>GOAL THREE: INCREASE ASSISTED HOUSING CHOICES</b>	
<b>Objective</b>	<b>Progress</b>
<b>Provide voucher mobility counseling</b>	We provide counseling to applicants and participants; portability residents. This is an on-going activity
<b>Conduct outreach efforts to potential voucher landlords</b>	We currently have an adequate listing of landlords to provide applicants or participants.
<b>Increase voucher payment standards Implement public housing or other homeownership programs:</b>	We are currently utilizing 100% FMRs We are considering implementing homeownership programs as part of HOPE VI.
<b>Implement public housing site-based waiting lists</b>	Not yet implemented. Under consideration

<b>GOAL FOUR: PROVIDE AN IMPROVED LIVING ENVIRONMENT</b>	
<b>Objective</b>	<b>Progress</b>
<b>Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:</b>	We have incorporated the HUD requirements into our ACOP and will at least annually review the income levels of each applicable development to ensure compliance. See Attachment M to this Agency Plan submission
<b>Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:</b>	We have incorporated the HUD requirements into our Admissions and Continued Occupancy Policy. We at least annually review the income levels of each applicable development to ensure compliance. We also monitor admissions to ensure that at least 40% of new admissions will be less than 30% of median income.
<b>Implement public housing security improvements:</b>	We provided for increased security through presence of law enforcement above base line services utilizing PHDEP funds through our Fiscal Year that ends 06/30/02. With the elimination of the program, we shall endeavor to provide for such services utilizing other sources of funding. We are continually upgrading our properties utilizing capital funds which includes consideration for physical improvements necessary to enhance security. We also provide Operation Take Back meetings for residents make comments and suggestions regarding security measures they might deem appropriate.

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**GOAL FIVE: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS**

<b>Objective</b>	<b>Progress</b>
<b>Increase the number and percentage of employed persons in assisted families:</b>	On going efforts of Welfare-to-Work are being furthered by a recently funded ROSS grant
<b>Provide or attract supportive services to improve assistance recipients' employability:</b>	We have established an on going network of bi-weekly meetings with area agencies

**GOAL SIX: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

<b>Objective</b>	<b>Progress</b>
<b>1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.</b>	The Public Housing Assessment System scored the Housing Authority as a Standard Performer for Fiscal Year 2001 with an overall advisory score of 80 percent.
<b>2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.</b>	NA this reporting period
<b>3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.</b>	In house supervisory training is being planned. The clerical and maintenance union has accepted Management's request for employee evaluations. The union for the managers has accepted the addition of an evaluation requirement. The union for security staff has not objected to the evaluation requirement.

**GOAL SEVEN: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT-BASED RENT SUBSIDY PROGRAM**

<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety-five (95%) percent in its tenant-based program through June 30, 2005.</b>	Our utilization rate is currently 97% and exceeds our objective.
<b>2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.</b>	We currently have an adequate list of potential landlords. However, we may be conducting owner outreach to new landlords during the ensuing fiscal year.

**GOAL EIGHT: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S TENANT-BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

<b>Objective</b>	<b>Progress</b>
<b>1. HUD shall recognize Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.</b>	The SEMAP assessment process for FY 2001 rated the Housing Authority as a Standard Performer with an overall score of 72%.
<b>2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.</b>	NA this reporting period.

**GOAL NINE: MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PROPERTIES IN A DECENT CONDITION**

<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on-going objective.</b>	A new apartment preparation procedure is being prepared. New preventive maintenance measures are being utilized using our Force Account crew.

2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up to date environment it its developments. This is an on-going objective.	Housing Managers will soon have oversight of grounds maintenance thereby increasing the responsiveness to curb appeal and closer contact with resident concerns.
3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.	The contract exists for this service. This objective has been accomplished. The residents appear well satisfied.

**GOAL TEN: ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING UNITS**

<b>Objective</b>	<b>Progress</b>
1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.	A several point plan is being formulated. We received a total of 7 out of 10 points for our Fiscal Year that ended June 30, 2001.
2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by adequately landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.	The maintenance reorganization should improve curb appeal by placing authority for curb appeal with the Housing Managers.

**GOAL ELEVEN: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

<b>Objective</b>	<b>Progress</b>
1. The Municipal Housing Authority of the City of Utica shall assist its resident	The Housing Authority has assisted the resident organization "Pillars of Life" in

<b>organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005.</b>	obtaining Sec. 501(c)3 status.

<b>GOAL TWELVE: PROVIDE SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS</b>	
<b>Objective</b>	<b>Progress</b>
<b>1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.</b>	A new security procedures manual is being prepared.

## Attachment H

### Municipal Housing Authority of the City of Utica

#### Fiscal Year 2002 Agency Plan

#### Required Attachment: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Marsha Baye

Linda Mesagna

B. How was the resident board member selected: (select one)?

☒ Elected

☐ Appointed

C. The term of appointment is (include the date term expires): Marsha Baye: 2year appointment expiring 6/30/02; Linda Mesagna: 2 year term expiring 6/30/03.

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? - **NA**

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: 6/30/02

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor Timothy Julian

## **Attachment I**

### **Municipal Housing Authority of the City of Utica**

#### **Fiscal Year 2002 Agency Plan**

#### **Required Attachment: Membership of the Resident Advisory Board or Boards**

- i. List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Linda Mesagna

Honey Bouse

Mary Gazzilli

Ricarda Mitchell

Antonia Parhomchuk

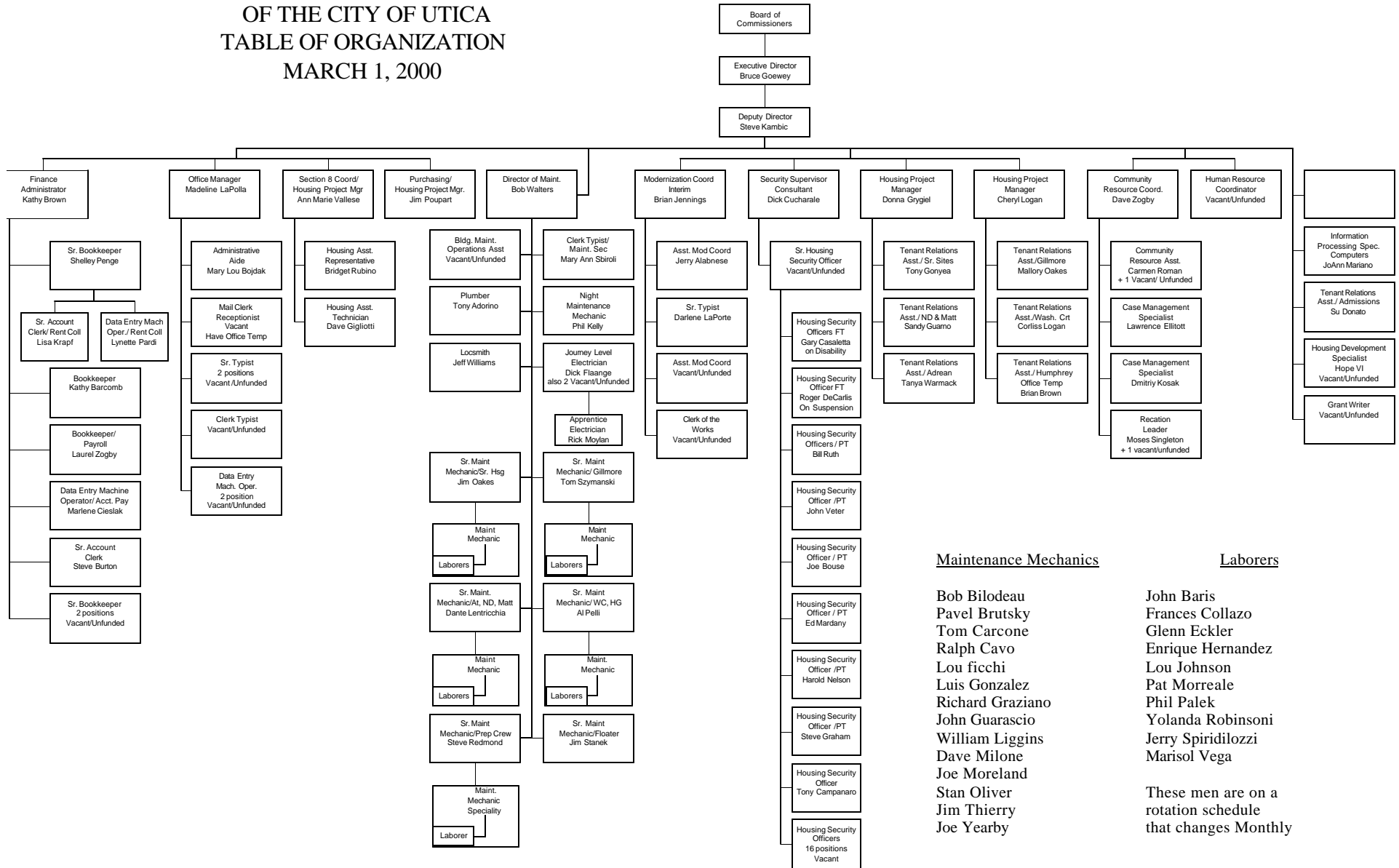
Karen Retamar



# MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA

## TABLE OF ORGANIZATION

MARCH 1, 2000



### Maintenance Mechanics

Bob Bilodeau  
Pavel Brutsky  
Tom Carcone  
Ralph Cavo  
Lou ficchi  
Luis Gonzalez  
Richard Graziano  
John Guarascio  
William Liggins  
Dave Milone  
Joe Moreland  
Stan Oliver  
Jim Thierry  
Joe Yearby

### Laborers

John Baris  
Frances Collazo  
Glenn Eckler  
Enrique Hernandez  
Lou Johnson  
Pat Morreale  
Phil Palek  
Yolanda Robinson  
Jerry Spiridillozzi  
Marisol Vega

These men are on a  
rotation schedule  
that changes Monthly

**Annual Statement/Performance and Evaluation Report  
Comprehensive Grant Program (CGP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY06R00650199</b>		FFY of Grant Approval <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -		
3	1408 Management Improvements	\$ -		\$ -	\$ -		
4	1410 Administration	\$ -		\$ -	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ -		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 85,169.00		\$ 85,169.00	\$ -		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ -		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 85,169.00</b>		<b>\$ 85,169.00</b>	<b>\$ -</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -					
Signature of Executive Director and Date  <div style="text-align: right;">2/4/2002</div>		Signature of Public Housing director/Office of Native Programs Administratotr and Date.					

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3

## Part II: Supporting Pages

### Comprehensive Grant Program (CGP)

## Office of Public and Housing

**RHF-FY1999**[illegible]

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Admin

Page \_\_\_\_ of \_\_\_\_



Status of  
Proposed Work (2)

WORK IN PROGRESS

[illegible]

\_\_\_\_\_  
 Instructor and Date

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program (CFP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY06R00650100</b>		FFY of Grant Approval <b>2000</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -		
3	1408 Management Improvements	\$ -		\$ -	\$ -		
4	1410 Administration	\$ -		\$ -	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ -		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 127,142.00		\$ 127,142.00	\$ -		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ -		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 127,142.00</b>		<b>\$ 127,142.00</b>	<b>\$ -</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -					
Signature of Executive Director and Date  <div style="text-align: right;">2/4/2002</div>		Signature of Public Housing director/Office of Native Programs Administratotr and Date.					

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3



## Part II: Supporting Pages

### Capital Fund Program (CFP)

## Office of Public and Housing

**RHF-FY2000**[illegible]

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Admin

Page\_\_ of\_\_



Status of  
Proposed Work (2)

WORK IN PROGRESS

\_\_\_\_\_  
Administrator and Date

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY06R00650101</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number _____ <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -		
3	1408 Management Improvements	\$ -		\$ -	\$ -		
4	1410 Administration	\$ -		\$ -	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ -		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 254,570.00		\$ 254,570.00	\$ -		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ -		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 254,570.00</b>		<b>\$ 254,570.00</b>	<b>\$ -</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -					
Signature of Executive Director and Date  <div style="text-align: right;">2/4/02</div>		Signature of Public Housing director/Office of Native Programs Adminstratotr and Date.					

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

from HUD-52837 (10/96)

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3



**Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program (CFP)**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

**RHF FY2001**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<b>NY06P006010</b> GILLMORE VILLAGE	12/31/02		10/24/01	6/30/04			
<div> <div>1) To be completed for the Performance and Evaluation Report or a Revised Annnul Statement</div> <div>2) To be completed for the Performance and Evaluation Report.</div> </div>							
Signature of Executive Director and Date  2/4/02				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program (CFP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>			Comprehensive Grant number <b>NY06R00650101</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)		
		Original	Revised(1)	Obligated	Expended	
1	Total Non-CGP Funds	\$ -		\$ -	\$ -	
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -	
3	1408 Management Improvements	\$ -		\$ -	\$ -	
4	1410 Administration	\$ -		\$ -	\$ -	
5	1411 Audit	\$ -		\$ -	\$ -	
6	1415 Liquidated Damages	\$ -		\$ -	\$ -	
7	1430 Fees and Costs	\$ -		\$ -	\$ -	
8	1440 Site Acquisition	\$ -		\$ -	\$ -	
9	1450 Site Improvement	\$ -		\$ -	\$ -	
10	1460 Dwelling Structures	\$ 254,570.00		\$ 254,570.00	\$ -	
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -	
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -	
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -	
14	1485 Demolition	\$ -		\$ -	\$ -	
15	1490 Replacement Reserves	\$ -		\$ -	\$ -	
16	1495.1Relocation Costs	\$ -		\$ -	\$ -	
17	1498 Mod Used For Development	\$ -		\$ -	\$ -	
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -	
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 254,570.00</b>		<b>\$ 254,570.00</b>	<b>\$ -</b>	
20	Amount of Line 19 Related to LBP Activites	\$ -				
21	Amount of Line 19 Related to Section 504 Compliance	\$ -				
22	Amount of Line 19 Related to Security	\$ -				
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -				
Signature of Executive Director and Date  <div style="text-align: right;">2/4/2002</div>		Signature of Public Housing director/Office of Native Programs Administratotr and Date.				

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3



## Part II: Supporting Pages

### Capital Fund Program (CFP)

## Office of Public and Housing

RHF-FY2001

[illegible]

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Admin

Page \_\_\_\_ of \_\_\_\_



Status of  
Proposed Work (2)

WORK IN PROGRESS

[illegible]

\_\_\_\_\_  
Instructor and Date

**Attachment N****Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Municipal Housing Authority of the City of Utica, NY		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: NY06P00650102		<b>Federal FY of Grant:</b> 2002	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement</b> (revision no: ) <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	1408Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	254,570			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Municipal Housing Authority of the City of Utica, NY	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NY06P00650102	Federal FY of Grant: 2002
---	---	------------------------------

☒ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:    )
 ☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant: (sum of lines.....)	254,570			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures	25,457			
	Collateralization Expenses or Debt Service				

## Part II: Supporting Pages

[illegible]

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

**Annual Statement/Performance and Evaluation Report  
Comprehensive Grant Program (CGP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY0P00670899</b>		FFY of Grant Approval <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -					
2	1406 Operations (May not exceed 10% of line 19)	\$ -					
3	1408 Management Improvements	\$ 261,275.96		\$ 261,275.96	\$ 160,836.69		
4	1410 Administration	\$ 258,439.00		\$ 258,439.00	\$ 140,001.73		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ 184,186.52		\$ 184,186.52	\$ 58,902.65		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 1,677,203.96		\$ 1,677,203.96	\$ 1,234,161.86		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ 181,471.08		\$ 181,471.08	\$ 181,471.08		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ 16,258.04		\$ 16,258.04	\$ 16,258.04		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ 5,562.44		\$ 5,562.44	\$ 5,562.44		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,584,397.00</b>	<b>\$ -</b>	<b>\$ 2,584,397.00</b>	<b>\$ 1,797,194.49</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ 30,000.00					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 425,000.00					
Signature of Executive Director and Date <div style="text-align: right; margin-top: 10px;">2/4/2002</div>		Signature of Public Housing director/Office of Native Programs Adminstratotr and Date.					



2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3

**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name  HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006001</b>	<b>RADIATOR COVERS</b>	1460	1 Dev.	24,000.00		24,000.00	24,000.00
<b>ADREAN</b>	<b>EXTERIOR DETAILING OF BUILDING</b>	1470	1 Dev.	0.00		0.00	0.00
<b>TERRACE</b>							
	<b>SUBTOTAL</b>			<b>24,000.00</b>	<b>0.00</b>	<b>24,000.00</b>	<b>24,000.00</b>
<b>NY06P006002</b>	<b>SITE WORK</b>	1450	1 DEV.	0.00		0.00	0.00
<b>N.D. PETERS</b>	<b>APARTMENT RENOVATIONS</b>	1460	92 UNITS	1,139,106.23		1,139,106.23	1,066,177.93
<b>MANOR</b>	<b>RELOCATION</b>	1495	92 UNITS	5,562.44		5,562.44	5,562.44
	<b>SUBTOTAL</b>			<b>1,144,668.67</b>	<b>0.00</b>	<b>1,144,668.67</b>	<b>1,071,740.37</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator

2/1/2002

Page \_\_\_ of \_\_\_



**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name  HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006004</b>	SITE WORK	1450	1 DEV.	0.00		0.00	0.00
<b>PERRETTA</b>	CYCLE PAINTING	1460	1 DEV.	95,483.93		95,483.93	95,483.93
<b>TWIN TOWERS</b>	ELEVATOR SYSTEM RENOVATIO	1460	1 DEV.	370,113.80		370,113.80	0.00
	REMOVAL OF OBSOLETE HOT	1470	1 DEV.	0.00		0.00	0.00
	WATER SYSTEM						
	ROOF REPLACEMENT	1470	1 DEV.	176,071.08		176,071.08	176,071.08
	OFFICE RENOVATIONS	1470		5,400.00		5,400.00	5,400.00
	<b>SUBTOTAL</b>			<b>647,068.81</b>	<b>0.00</b>	<b>647,068.81</b>	<b>276,955.01</b>
<b>NY06P006007</b>	SITE WORK (PARKING LOT	1450	1 DEV.	0.00		0.00	0.00
<b>MARINO</b>	RENOVATIONS)						
<b>RUGGIERO</b>							
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/1/2002

Page \_\_\_ of \_\_\_

Signature of Public Housing Director/Office of Native American Programs Admin



**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006010</b>	EXTERIOR DOOR UPGRADES	1460	1 DEV.	48,500.00		48,500.00	48,500.00
<b>WASHINGTON</b>	EXTERIOR DETAILING OF BULID	1470	1 DEV.	0.00		0.00	0.00
<b>COURTS</b>							
	<b>SUBTOTAL</b>			<b>48,500.00</b>	<b>0.00</b>	<b>48,500.00</b>	<b>48,500.00</b>
<b>NY06P006010</b>	COMMON HALLWAY RENOVATIO	1470	1 DEV.	0.00		0.00	0.00
<b>F.X. MATT</b>							
<b>APARTMENTS</b>							
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>	EXTERIOR LIGHTING	1450	5 BLDGS.	0.00		0.00	0.00
<b>GILLMORE</b>	HEATING	1460	5 BLDGS.	0.00		0.00	0.00
<b>VILLAGE</b>	CRAWL SPACE IMPROVEMENTS	1470	5 BLDGS.	0.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

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Signature of Executive Director and Date

2/1/2002

Page \_\_\_ of \_\_\_

Signature of Public Housing Director/Office of Native American Programs Admin



**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006010</b>	<b>CRAWL SPACE IMPROVEMENTS</b>	<b>1470</b>	<b>3 BLDGS.</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>HUMPHREY</b>							
<b>GARDENS</b>							
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>							
<b>GOLDBAS</b>	<b>DEMOLITION</b>	<b>1485</b>	<b>1 DEV.</b>	<b>16,258.04</b>		<b>16,258.04</b>	<b>16,258.04</b>
<b>HOMES</b>							
	<b>SUBTOTAL</b>			<b>16,258.04</b>	<b>0.00</b>	<b>16,258.04</b>	<b>16,258.04</b>
	<b>SUBTOTAL OF DEVELOPMENTS</b>			<b>1,880,495.52</b>	<b>0.00</b>	<b>1,880,495.52</b>	<b>1,437,453.42</b>

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2/1/2002

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**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name  HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>MANAGEMENT</b>	(A) SITE MANAGEMENT SYSTEM:	1408	1	55,600.00		55,600.00	44,477.71
<b>IMPROVEMENT</b>	Develop and implement a Site Management System						
	to revise leases so as to enhance marketability,						
	establish new tenant integrity procedures, and						
	incorporate performance accountability for						
	improved PHMAP scores.						
	(B) PREVENTATIVE MAINTENANCE SYSTEM	1408	1	66,000.00		66,000.00	44,870.86
	Develop and implement a Preventative Maintenance						
	System to integrate procedures of the Maintenance,						
	Modernization and Site Management departments						
	into a new computer system for improved PHMAP						
	scores.						
	(C) Resident Training & Youth Programs	1408	1	125,900.00		125,900.00	57,712.16
	w/ Benefits						
	(D) Computer Software	1408	1 SYSTEM	13,775.96		13,775.96	13,775.96
	<b>SUBTOTAL</b>			<b>261,275.96</b>	<b>0.00</b>	<b>261,275.96</b>	<b>160,836.69</b>

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Signature of Executive Director and Date

2/1/2002

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**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY1999**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>ADMINISTRATION</b>	(A) Mod. & Assistant Mod.	1410	5	258,439.00		258,439.00	140,001.73
	Coordinator, Sr. Bookkeeper, Sr.						
	Typist, Executive Director w/Benefits						
	<b>SUBTOTAL</b>			<b>258,439.00</b>	<b>0.00</b>	<b>258,439.00</b>	<b>140,001.73</b>
<b>FEES &amp; COSTS</b>	A&E Services/Land Surveys/Testing	1430	4	184,186.52		184,186.52	58,902.65
	<b>SUBTOTAL</b>			<b>184,186.52</b>	<b>0.00</b>	<b>184,186.52</b>	<b>58,902.65</b>
	<b>GRAND TOTAL</b>			<b>2,584,397.00</b>	<b>0.00</b>	<b>2,584,397.00</b>	<b>1,797,194.49</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/1/2002

Page \_\_\_ of \_\_\_

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Status of Proposed Work (2)
WORK IN PROGRESS
NO CONTRACT AWARDED
EMPLOYEE HIRED
EMPLOYEE HIRED
NO CONTRACT AWARDED
DELETE
DELETE
EMPLOYEE HIRED
Administrator and Date



[illegible]





**Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Comprehensive Grant Program (CGP)**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian housing**

**CGP FY1999**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<b>NY06P006001</b> ADREAN TERRACE	6/30/2001		4/13/2000	6/30/2002		5/31/2000	
<b>NY06P006002</b> N.D. PETERS	6/30/2001		6/30/2001	6/30/2002			
<b>NY06P006004</b> PERRETTA TOWERS	6/30/2001		6/25/2001	6/30/2002			
<b>NY06P006007</b> MARINO-RUGGIERO	6/30/2001		DELETE	6/30/2002		DELETE	
<b>NY06P006010</b> WASHINGTON COURTS	6/30/2001		2/29/2000	6/30/2002		10/31/2000	
GOLDBAS HOMES	6/30/2001		8/31/2000	6/30/2002		8/31/2000	
F.X. MATT APARTMENTS	6/30/2001		DELETE	6/30/2002		DELETE	
HUMPHREY GARDENS	6/30/2001		DELETE	6/30/2002		DELETE	
GILLMORE VILLAGE	6/30/2001		DELETE	6/30/2002		DELETE	
<b>MANAGEMENT IMPROVEMENTS</b>	6/30/2001		6/30/2001	6/30/2002			
<div> <div>1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement</div> <div>2) To be completed for the Performance and Evaluation Report.</div> </div>							
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
2/4/2002							

**Annual Statement/Performance and Evaluation Report  
Comprehensive Grant Program (CGP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY0P00670999</b>		FFY of Grant Approval <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number _____ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____ <input checked="" type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -		
3	1408 Management Improvements	\$ -		\$ -	\$ -		
4	1410 Administration	\$ -		\$ -	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ -		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 72,513.00		\$ 72,513.00	\$ 72,513.00		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ -		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 72,513.00</b>		<b>\$ 72,513.00</b>	<b>\$ 72,513.00</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -					
Signature of Executive Director and Date  <div style="text-align: right;">2/7/02</div>		Signature of Public Housing director/Office of Native Programs Adminstratotr and Date.					

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

from HUD-52837 (10/96)

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3



Annual Statement/  
Performance and Evaluation Report  
Year of Implementation Schedule  
Comprehensive Grant Program (RFY)

U.S. Department of Housing  
and Urban Development  
Office of Indian Housing

RFY 201PPP

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
N06 Y66 66 GERRETTA TOWERI	L/30/01		3/31/01	L/30/02		L/30/01	
1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement				2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date  2/4/02				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

**Annual Statement/Performance and Evaluation Report  
Comprehensive Grant Program (CGP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

OMB Approval No. 2577-0157 (exp. 7/31/98)

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY0P00670999</b>		FFY of Grant Approval <b>1999</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement /Revision Number <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending <input type="checkbox"/> <input checked="" type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ -		\$ -	\$ -		
3	1408 Management Improvements	\$ -		\$ -	\$ -		
4	1410 Administration	\$ -		\$ -	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ -		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ -		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 72,513.00		\$ 72,513.00	\$ 72,513.00		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ -		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ -		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1Relocation Costs	\$ -		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 72,513.00</b>		<b>\$ 72,513.00</b>	<b>\$ 72,513.00</b>		
20	Amount of Line 19 Related to LBP Activites	\$ -					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ -					
Signature of Executive Director and Date  <div style="text-align: center;">2/7/2002</div>		Signature of Public Housing director/Office of Native Programs Administratotr and Date.					

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3

## Part II: Supporting Pages

### Comprehensive Grant Program (CGP)

## Office of Public and Housing

**FY1999**[illegible]

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Admin

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**Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY06P00650100</b>		FFY of Grant Approval <b>2000</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement / Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -					
2	1406 Operations (May not exceed 10% of line 19)	\$ 479,704.00		\$ 479,704.00	\$ 479,704.00		
3	1408 Management Improvements	\$ 408,354.00		\$ 309,423.00	\$ 170,000.00		
4	1410 Administration	\$ 239,852.00		\$ 239,852.00	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ 180,600.00		\$ 109,346.00	\$ 58,000.00		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ 150,000.00		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 853,391.00	\$ 853,391.00	\$ 183,015.00	\$ 18,780.00		
11	1465 Dwelling Equipment-Nonexpendable	\$ -		\$ -			
12	1470 Nondwelling Structures	\$ 75,750.00		\$ 6,000.00			
13	1475 Nondwelling Equipment	\$ -		\$ -			
14	1485 Demolition	\$ -		\$ -			
15	1490 Replacement Reserves	\$ -		\$ -			
16	1495.1 Relocation Costs	\$ 10,870.00		\$ 6,203.30	\$ 1,728.63		
17	1498 Mod Used For Development	\$ -		\$ -			
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -			
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,398,521.00</b>	<b>\$ 853,391.00</b>	<b>\$ 1,333,543.30</b>	<b>\$ 728,212.63</b>		
20	Amount of Line 19 Related to LBP Activites	\$ 40,000.00	\$ 1,545,130.00				
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 100,000.00					
Signature of Executive Director and Date  <div style="text-align: right;">2/4/2002</div>		Signature of Public Housing director/Office of Native Programs Adminstratotr and Date.					

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3

**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY 2000**

Development Number/Name  HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006001</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>						
<b>ADREAN</b>	<b>HARDWARE</b>	1470	1	14,750.00		0.00	0.00
<b>TERRACE</b>							
	<b>SUBTOTAL</b>			<b>14,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006002</b>	<b>APARTMENT RENOVATIONS</b>	1460	1 DEV.	643,391.00	619,156.00	18,780.00	18,780.00
<b>N.D. PETERS</b>	<b>COMPUTER LEARNING CENTER</b>	1470	1	35,000.00		6,000.00	0.00
<b>MANOR</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>						
	<b>HARDWARE</b>	1470	1	4,000.00		0.00	0.00
	<b>RELOCATION</b>	1495	93 UNITS	10,870.00		6,203.30	1,728.63
	<b>SUBTOTAL</b>			<b>693,261.00</b>	<b>619,156.00</b>	<b>30,983.30</b>	<b>20,508.63</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

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Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Admin

2/1/2002

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**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY 2000**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006004</b>	ELEVATOR SYSTEM RENOVATIO	1460	1 DEV.	50,000.00		0.00	0.00
<b>PERRETTA</b>	CYCLE PAINTING	1460	1 DEV.	20,000.00		0.00	0.00
<b>TWIN TOWERS</b>	ACCESS & SECURITY SYSTEM						
	HARDWARE	1470	1	1,000.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>71,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006007</b>	ACCESS & SECURITY SYSTEM						
<b>MARINO</b>	HARDWARE	1470	1	2,000.00		0.00	0.00
<b>RUGGIERO</b>							
	<b>SUBTOTAL</b>			<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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Signature of Executive Director and Date

2/1/2002

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Signature of Public Housing Director/Office of Native American Programs Admin





**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY 2000**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006010</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>						
<b>WASHINGTON</b>	<b>HARDWARE</b>	1470	1	10,000.00		0.00	0.00
<b>COURTS</b>							
	<b>SUBTOTAL</b>			<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>	<b>ACCESS &amp; SECURITY SYSTEM</b>						
<b>F.X. MATT</b>	<b>HARWARE</b>	1470	1	1,000.00		0.00	0.00
<b>APARTMENTS</b>							
	<b>SUBTOTAL</b>			<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>	<b>SOIL REMEDIATION</b>	1450	1	150,000.00		0.00	0.00
<b>GILLMORE</b>	<b>UNIT COVERIONS/APARTMENT</b>	1460	1 DEV.	140,000.00	164,235.00	164,235.00	0.00
<b>VILLAGE</b>	<b>RENOVATIONS</b>						
	<b>ACCESS &amp; SECURITY SYSTEM</b>						
	<b>HARDWARE</b>	1470	1	4,000.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>294,000.00</b>	<b>164,235.00</b>	<b>164,235.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/1/2002

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Signature of Public Housing Director/Office of Native American Programs Admin



## Part II: Supporting Pages

### Capital Fund Program (CFP)

## Office of Public and Housing

**FY 2000**

Development Number/Name  HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
NY06P006010	ACCESS & SECURITY SYSTEM						
HUMPHREY	HARDWARE	1470	1	4,000.00		0.00	0.00
GARDENS							
	SUBTOTAL			4,000.00	0.00	0.00	0.00
	SUBTOTAL OF DEVELOPMENTS			1,090,011.00	783,391.00	195,218.30	20,508.63

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Admin

2/1/2002

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**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY 2000**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>MANAGEMENT IMPROVEMENT</b>	(A) DEVELOPMENT CONSULTANTS (i.e. HOPE VI)	1408	1	200,000.00		170,000.00	170,000.00
	(B) RESIDENT TRAINING & YOUTH PROGRAMS	1408	1	48,931.00		0.00	0.00
	(C) PROJECT MANAGER W/ BENEFITS	1408	1	69,500.00		69,500.00	0.00
	(D) COMMUNITY RESOURCE COORDINATOR W/ BENEFITS	1408	1	43,750.00		43,750.00	0.00
	(E) HUMAN RESOURCE CONSULTANTS	1408	1	20,000.00			0.00
	(F) GRANT WRITER W/ BENEFITS	1408	1	0.00			0.00
	(G) HUMAN RESOURCE COORDINATOR W/ BENEFITS	1408	1	0.00			0.00
	(H) RECREATION LEADER W/ BENEFITS	1408	1	26,173.00		26,173.00	0.00
	<b>SUBTOTAL</b>			<b>408,354.00</b>	<b>0.00</b>	<b>309,423.00</b>	<b>170,000.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/1/2002

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Signature of Public Housing Director/Office of Native American Programs Admin



**Annual Statement/  
Performance and Evaluation**

Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**

Office of Public and Housing

**FY 2000**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>ADMINISTRATION</b>	(A) Mod. & Assistant Mod.	1410	5	239,852.00		239,852.00	0.00
	Coordinator, Sr. Bookkeeper, Sr.						
	Typist, Executive Director w/Benefits						
	<b>SUBTOTAL</b>			<b>239,852.00</b>	<b>0.00</b>	<b>239,852.00</b>	<b>0.00</b>
<b>FEES &amp; COSTS</b>	A&E Services and Testing	1430	1	180,600.00		109,346.00	58,000.00
	<b>SUBTOTAL</b>			<b>180,600.00</b>	<b>0.00</b>	<b>109,346.00</b>	<b>58,000.00</b>
<b>OPERATIONS</b>	HA-Wide Operating Expenses	1406	1	479,704.00		479,704.00	479,704.00
	Normally paid by Operating Subsidy						
				<b>479,704.00</b>	<b>0.00</b>	<b>479,704.00</b>	<b>479,704.00</b>
	<b>GRAND TOTAL</b>			<b>2,398,521.00</b>	<b>783,391.00</b>	<b>1,333,543.30</b>	<b>728,212.63</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/1/2002

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Signature of Public Housing Director/Office of Native American Programs Admin









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Status of Proposed Work (2)
WORK IN PROGRESS
NO CONTRACT AWARDED
EMPLOYEE HIRED
EMPLOYEE HIRED
NO CONTRACT AWARDED
DELETE
DELETE
EMPLOYEE HIRED
Administrator and Date



[illegible]



**Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program (CFP)**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

**CFP FY2000**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<b>NY06P006001</b> ADREAN TERRACE	3/31/2002			9/30/2003			
<b>NY06P006002</b> N.D. PETERS	3/31/2002			9/30/2003			
<b>NY06P006004</b> PERRETTA TOWERS	3/31/2002			9/30/2003			
<b>NY06P006007</b> MARINO-RUGGIERO	3/31/2002			9/30/2003			
<b>NY06P006010</b> WASHINGTON COURTS	3/31/2002			9/30/2003			
GOLDBAS HOMES	N/A			N/A			
F.X. MATT APARTMENTS	3/31/2002			9/30/2003			
HUMPHREY GARDENS	3/31/2002			9/30/2003			
GILLMORE VILLAGE	3/31/2002			9/30/2003			
<b>MANAGEMENT IMPROVEMENTS</b>	3/31/2002			9/30/2003			
<div> <div>1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement</div> <div>2) To be completed for the Performance and Evaluation Report.</div> </div>							
Signature of Executive Director and Date  2/4/2002				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary**

**U.S. Department of Housing  
and Urban Development  
Office of Public Housing**

HA Name: <b>Municipal Housing Authority of the City of Utica, New York</b>				Comprehensive Grant number <b>NY06P00650101</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Revised Annual Statement / Revision Number <input type="checkbox"/> <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending <u>12/31/2001</u> <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost(2)			
		Original	Revised(1)	Obligated	Expended		
1	Total Non-CGP Funds	\$ -		\$ -	\$ -		
2	1406 Operations (May not exceed 10% of line 19)	\$ 359,778.00		\$ 359,778.00	\$ 359,778.00		
3	1408 Management Improvements	\$ 285,500.00		\$ 132,000.00	\$ -		
4	1410 Administration	\$ 239,852.00		\$ 239,852.00	\$ -		
5	1411 Audit	\$ -		\$ -	\$ -		
6	1415 Liquidated Damages	\$ -		\$ -	\$ -		
7	1430 Fees and Costs	\$ 50,000.00		\$ -	\$ -		
8	1440 Site Acquisition	\$ -		\$ -	\$ -		
9	1450 Site Improvement	\$ 150,144.00		\$ -	\$ -		
10	1460 Dwelling Structures	\$ 1,155,391.00		\$ -	\$ -		
11	1465 Dwelling Equipment-Nonexpendable	\$ 35,000.00		\$ -	\$ -		
12	1470 Nondwelling Structures	\$ 40,000.00		\$ -	\$ -		
13	1475 Nondwelling Equipment	\$ 10,000.00		\$ -	\$ -		
14	1485 Demolition	\$ -		\$ -	\$ -		
15	1490 Replacement Reserves	\$ -		\$ -	\$ -		
16	1495.1 Relocation Costs	\$ 3,000.00		\$ -	\$ -		
17	1498 Mod Used For Development	\$ -		\$ -	\$ -		
18	1502 Contingency (may not exceed 8% of line 19)	\$ -		\$ -	\$ -		
19	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>\$ 2,328,665.00</b>	<b>\$ -</b>	<b>\$ 731,630.00</b>	<b>\$ 359,778.00</b>		
20	Amount of Line 19 Related to LBP Activites	\$ 200,000.00					
21	Amount of Line 19 Related to Section 504 Compliance	\$ -					
22	Amount of Line 19 Related to Security	\$ -					
23	Amount of Line 19 Related to Energy Conservation Measures	\$ 217,500.00					
Signature of Executive Director and Date  <div style="text-align: right;">12/18/2001</div>		Signature of Public Housing director/Office of Native Programs Adminstratotr and Date.					

2 To be completed for the Performance and Evaluation Report

ref Handbook 7485.3

**Annual Statement/  
Performance and Evaluation**  
Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Housing

**Federal FY of Grant: 2001**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006001</b>	Apartment Renovations	1460		54,000.00		0.00	0.00
<b>ADREAN</b>	Kitchen Improvements	1460		0.00		0.00	0.00
<b>TERRACE</b>	Appliances: Stoves & Refrigerators	1465		9,450.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>63,450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006002</b>	Site Improve: Ground Water Reduct.	1450		150,144.00		0.00	0.00
<b>N.D. PETERS</b>	Apartment Renovations	1460		700,447.00		0.00	0.00
<b>MANOR</b>							
	Appliances: Stoves & Refrigerators	1465		0.00		0.00	0.00
	Relocation Costs	1495		3,000.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>853,591.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/4/2002

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Signature of Public Housing Director/Office of Native American Programs Admin





**Annual Statement/  
Performance and Evaluation**  
Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Housing

**Federal FY of Grant: 2001**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006004</b>	Apartment Renovations	1460		30,000.00		0.00	0.00
<b>PERRETTA</b>							
<b>TWIN TOWERS</b>	Appliances: Stoves & Refrigerators	1465		5,250.00		0.00	0.00
	New Administrative Office Addition	1470		40,000.00		0.00	0.00
	Furniture & Equipment	1475		10,000.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>85,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006007</b>	Apartment Renovations	1460		16,000.00		0.00	0.00
<b>MARINO</b>	Kitchen Improvements	1460		0.00		0.00	0.00
<b>RUGGIERO/</b>	Appliances: Stoves & Refrigerators	1465		2,800.00		0.00	0.00
<b>DUPLEXES</b>	Apartment Renovations	1460		2,000.00		0.00	0.00
	Appliances: Stoves & Refrigerators	1465		350.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>21,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

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Signature of Executive Director and Date

2/4/2002

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Signature of Public Housing Director/Office of Native American Programs Admin



**Annual Statement/  
Performance and Evaluation**  
Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Housing

**Federal FY of Grant: 2001**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>NY06P006010</b>							
<b>WASHINGTON</b>	Kitchen Improvements	1460		0.00		0.00	0.00
<b>COURTS</b>	Appliances: Stoves & Refrigerators	1465		0.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>	Apartment Renovations	1460		16,000.00		0.00	0.00
<b>F.X. MATT</b>	Kitchen Improvements	1460		0.00		0.00	0.00
<b>APARTMENTS</b>	Appliances: Stoves & Refrigerators	1465		2,800.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>18,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NY06P006010</b>	Cycle Painting	1460		0.00		0.00	0.00
<b>GILLMORE</b>	Kitchen Improvements	1460		0.00		0.00	0.00
<b>VILLAGE</b>	Apartment Renovations	1460		52,000.00		0.00	0.00
	Appliances: Stoves & Refrigerators	1465		9,100.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>61,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

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Signature of Executive Director and Date

2/4/2002

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## Part II: Supporting Pages

### Capital Fund Program (CFP)

Office of Public and Housing

Federal FY of Grant: 2001

Development Number/ HA - Wide Activities	General Description of Major  Work Categories	Development  Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
NY06P006010	Cycle Painting	1460		41,309.00		0.00	0.00
HUMPHREY	Kitchen Improvements	1460		0.00		0.00	0.00
GARDENS	Apartment Renovations	1460		30,000.00		0.00	0.00
	Appliances: Stoves & Refrigerators	1465		5,250.00		0.00	0.00
	SUBTOTAL			76,559.00	0.00	0.00	0.00
	SUBTOTAL OF DEVELOPMENTS			1,179,900.00	0.00	0.00	0.00

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/4/2002

Signature of Public Housing Director/Office of Native American Programs Admin

Page of



**Annual Statement/  
Performance and Evaluation**  
Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Housing

**Federal FY of Grant: 2001**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>MANAGEMENT</b>	(A) Development Consultants (I.e. HOPE VI)	1408		100,000.00		0.00	0.00
<b>IMPROVEMENT</b>							
	(B) Resident Training & Youth Programs	1408		50,000.00		0.00	0.00
	(C) Community Resource Coordinator	1408		63,000.00		63,000.00	0.00
	w/ Benefits						
	(D) Grant Writer w/ Benefits	1408		0.00		0.00	0.00
	(E) Human Resource Coordinator	1408		0.00		0.00	0.00
	w/ Benefits						
	(F) Recreation Leader w/ Benefits	1408		30,000.00		30,000.00	0.00
	(G) Desktop Support Specialist w/ Benefits	1408		39,000.00		39,000.00	0.00
	(H) Training	1408		3,500.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>285,500.00</b>	<b>0.00</b>	<b>132,000.00</b>	<b>0.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/4/2002

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Signature of Public Housing Director/Office of Native American Programs Admin





**Annual Statement/  
Performance and Evaluation**  
Part II: Supporting Pages  
Capital Fund Program (CFP)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Housing

**Federal FY of Grant: 2001**

Development Number/Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended(2)
<b>ADMINISTRATION</b>	(A) Mod. & Assistant Mod.	1410		239,852.00		239,852.00	0.00
	Coordinator, Sr. Bookkeeper, Sr.						
	Typist, Executive Director w/Benefits						
	<b>SUBTOTAL</b>			<b>239,852.00</b>	<b>0.00</b>	<b>239,852.00</b>	<b>0.00</b>
<b>FEES &amp; COSTS</b>	A&E Services and Testing	1430		50,000.00		0.00	0.00
	<b>SUBTOTAL</b>			<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>OPERATIONS</b>	HA-Wide Operating Expenses	1406	1	359,778.00		359,778.00	359,778.00
	Normally paid by Operating Subsidy						
				<b>359,778.00</b>	<b>0.00</b>	<b>359,778.00</b>	<b>359,778.00</b>
<b>HA WIDE</b>	Mixed financing program to sell Bonds	1460		213,635.00		0.00	0.00
	backed by CFP allocations. For HOPE VI						
	Demo & Revitalization, energy performance						
	contracting and redevelopment projects.						
				<b>213,635.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>GRAND TOTAL</b>			<b>2,328,665.00</b>	<b>0.00</b>	<b>731,630.00</b>	<b>359,778.00</b>

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

2/4/2002

Page of

Signature of Public Housing Director/Office of Native American Programs Admin







Status of  Proposed Work (2)
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FORCE ACCOUNT CREW HIRE

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NO CONTRACT AWARDED

NO CONTRACT AWARDED

NO CONTRACT AWARDED

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FORCE ACCOUNT CREW HIRE

DELETE

NO CONTRACT AWARDED

FORCE ACCOUNT CREW HIRE

NO CONTRACT AWARDED

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Initiator and Date
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Status of Proposed Work (2)
DELETE
DELETE
FORCE ACCOUNT CREW HIRE
DELETE
NO CONTRACT AWARDED
DELETE
DELETE
FORCE ACCOUNT CREW HIRE
NO CONTRACT AWARDED
Administrator and Date





[illegible]



[illegible]



Status of Proposed Work (2)
EMPLOYEES HIRED
NO CONTRACT AWARDED
COMPLETE
NO CONTRACT AWARDED

Administrator and Date



**Annual Statement/  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program (CFP)**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

**CFP FY2001**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<b>NY06P006001</b> ADREAN TERRACE	12/31/2002			6/30/2004			
<b>NY06P006002</b> N.D. PETERS	12/31/2002			6/30/2004			
<b>NY06P006004</b> PERRETTA TOWERS	12/31/2002			6/30/2004			
<b>NY06P006007</b> MARINO-RUGGIERO	12/31/2002			6/30/2004			
<b>NY06P006010</b> WASHINGTON COURTS	12/31/2002			6/30/2004			
GOLDBAS HOMES	N/A			N/A			
F.X. MATT APARTMENTS	12/31/2002			6/30/2004			
HUMPHREY GARDENS	12/31/2002			6/30/2004			
GILLMORE VILLAGE	12/31/2002			6/30/2004			
<b>MANAGEMENT IMPROVEMENTS</b>	12/31/2002			6/30/2004			
1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement				2) To be completed for the Performance and Evaluation Report.			
Signature of Executive Director and Date  2/4/2002				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			



**Attachment A**

**Municipal Housing Authority Of The City Of Utica**

**Fiscal Year 2002 Agency Plan**

**Deconcentration Policy**

***DECONCENTRATION POLICY***

It is the Municipal Housing Authority of the City of Utica's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Municipal Housing Authority of the City of Utica will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

***DECONCENTRATION INCENTIVES***

The Municipal Housing Authority of the City of Utica may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

***OFFER OF A UNIT***

When the Municipal Housing Authority of the City of Utica discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Municipal Housing Authority of the City of Utica will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the City of Utica regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Municipal Housing Authority of the City of Utica will send the family a letter documenting the offer and the rejection.

### ***REJECTION OF UNIT***

If in making the offer to the family the Municipal Housing Authority of the City of Utica skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Municipal Housing Authority of the City of Utica did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

### ***ACCEPTANCE OF UNIT***

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, tenant handbook, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

# **Attachment T**

## **Municipal Housing Authority of the City of Utica**

### **Fiscal Year 2002 Agency Plan**

#### **Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments**

**As stated in Notice PIH 2001-26, beginning with Fiscal Year 2002, all PHAs must address the following questions about their Required Initial Assessments and include the following information as a required attachment to the PHA Plan:**

- a. How many of the PHA's developments are subject to the Required Initial Assessments?**

Four General Occupancy developments (seven sites)

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?**

Two elderly and/or disabled developments

- c. How many assessments were conducted for the PHA's covered developments?**

Seven assessments

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:**

<b>Development Name</b>	<b>Number of Units</b>
None	None

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:**

Assessments completed

## **Attachment U**

### **Municipal Housing Authority of the City of Utica**

#### **Fiscal Year 2002 Agency Plan**

#### **Follow Up Plan For the PHAS FY 2001 Resident Survey**

##### **OVERVIEW/BACKGROUND**

The results of the Resident Service and Satisfaction Survey indicate that Municipality of the City of Utica Housing Authority received a score of .6% under the Communications Section, .7% under the Safety Section, and .7% under the Neighborhood Appearance Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on July 1, 2002.

Our Authority is interested in addressing any and/or real or perceived concerns that the residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Housing Authority and the community.

##### **RESIDENT SURVEY**

We determined that our best course of action was to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that were in attendance at the Resident Advisory Board meetings held as a part of our Agency Plan development process.

Our Resident Survey Follow-up Plan consists of the following steps:

##### **STEP ONE: CONDUCT MEETINGS WITH THE RESIDENT ADVISORY BOARD**

Action: Meet with the Resident Advisory Board and discuss their concerns regarding any of the sections outlined in the Survey.

##### **STEP TWO: DOCUMENT COMMENTS RECEIVED IN THE PHA PLAN**

Action: Document comments received (if any) from the residents in the PHA Plan.

**STEP THREE: ADDRESS THE COMMENTS RECEIVED**

Action: Address the comments received (if any) from the residents in the PHA Plan.

**GOALS AND OBJECTIVES**

The Municipality of the City of Utica Housing Authority has adopted goals and objectives that include, but are not limited to, resident concerns. They are as follows.

**GOAL: MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under PHAS for our fiscal year ending June 30, 2001.
2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under PHAS for our fiscal year ending June 30, 2005.
3. The Municipal Housing Authority of the City of Utica shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry. This will be accomplished through leadership and program training, employee and program evaluations.

**GOAL: EXPAND THE RANGE AND QUALITY OF HOUSING CHOICES AVAILABLE TO PARTICIPATE IN OUR TENANT-BASED RENT SUBSIDY PROGRAM**

**Objectives:**

1. The Municipal Housing Authority of the City of Utica shall maintain a utilization rate of ninety-five (95%) percent in its tenant-based program through June 30, 2005.
2. The Municipal Housing Authority of the City of Utica shall attract ten (10) new landlords who want to participate in the tenant-based assistance program. This objective will be accomplished by June 30, 2005.

**GOAL:       MANAGE THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA’S TENANT-BASED RENT SUBSIDY PROGRAMS IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objectives:**

- 1. HUD shall recognize the Municipal Housing Authority of the City of Utica as a standard performer under SEMAP for our fiscal year ending June 30, 2001.**
- 2. HUD shall recognize the Municipal Housing Authority of the City of Utica as a high performer under SEMAP for our fiscal year ending June 30, 2005.**

**GOAL:       MAINTAIN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA’S PROPERTIES IN A DECENT CONDITION**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica will deliver timely and high quality maintenance services to the residents. This is an on-going objective.**
- 2. The Municipal Housing Authority of the City of Utica will maintain an appealing, up to date environment it its developments. This is an on-going objective.**
- 3. The Municipal Housing Authority of the City of Utica shall implement and maintain a policy for the eradication and prevention of pest infestation (including cockroach infestation). This objective will be accomplished by June 30, 2001.**

**GOAL:       ENHANCE THE MARKETABILITY OF THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA’S PUBLIC HOUSING UNITS**

**Objectives:**

- 1. The Municipal Housing Authority of the City of Utica shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System for the Fiscal Year ending June 30, 2005.**
- 2. The Municipal Housing Authority of the City of Utica shall achieve proper curb appeal for its public housing developments by**

**adequately landscaping, keeping its grass cut, making the properties litter-free and other actions. This is an on-going objective.**

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica shall assist its resident organizations in strengthening their capacity and effectiveness. This objective will be accomplished by June 30, 2005.**

**GOAL: PROVIDE SAFE AND SECURE ENVIRONMENT IN THE MUNICIPAL HOUSING AUTHORITY OF THE CITY OF UTICA'S PUBLIC HOUSING DEVELOPMENTS**

**Objective:**

- 1. The Municipal Housing Authority of the City of Utica shall reduce crime in its developments. This is an on-going objective.**

## **OTHER ACTION ITEMS**

### **Communication**

- ?? The Municipality of the City of Utica Housing Authority will continue to seek resident involvement in the development of both an annual and long range plan for the modernization of its public housing units and site improvements.
- ?? We have updated our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure, Dwelling Lease. We have adopted a Pet Policy for our public housing family units. The Resident Advisory Board has been given the opportunity to provide comments and recommendations regarding each of the policies.
- ?? We attempt to hold periodic meetings with residents and with our Resident Advisory Board to discuss their concerns regarding all elements of the survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents will be encouraged to express their concerns. Residents will continue to be encouraged to actively participate in activities that promote the overall well being of the development.



- ?? We intend to prepare a newsletter that will be mailed to all residents on a quarterly basis.
- ?? We have established a plan called Operation Take Back that is intended to facilitate improved communications with all residents. The plan calls for on site meetings with residents periodically to listen to their concerns regarding all elements of the resident survey which includes but is not limited to: maintenance are repair; communication; safety; services; and neighborhood appearance matters.

### **Safety**

- ?? The Municipality of the City of Utica Housing Authority has budgeted for numerous physical improvements that will enhance neighborhood appearance and improve resident perception of security and safety. The following are a few of the improvements that have been accomplished or are planned over the next five years.

1. Site improvements including landscaping and replacement of sidewalks.
2. Improve exterior security lighting.
3. Upgrade access and security system hardware

- ?? All criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.
- ?? Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners.
- ?? Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.
- ?? We shall continue to work with the Resident Advisory Board and other residents in the provision of services to residents.

### **Neighborhood Appearance**

- ?? The Housing Authority will continue to work with the appropriate Municipality of the City of Utica officials to improve the appearance of the neighborhoods surrounding our public housing developments.

?? Residents will be encouraged to report neighborhood appearance problems such as litter and vandalism. Residents will be advised regarding trash collection policies and procedures. Residents that fail to maintain the grounds around their units will be counseled and if necessary, charged for cleaning up trash and litter.

?? The Housing Authority has instituted a policy for eliminating graffiti within 24 hours of discovery.

?? The Housing Authority has a policy for pest control, including the extermination of cockroaches.

In summary, the Municipality of the City of Utica Housing Authority is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communications, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

**Attachment w**

**Municipal Housing Authority of the City of Utica**

**Fiscal Year 2002 Agency Plan**

**Resident Comments and Housing Authority Response**

The following is an extract of the minutes listing the comments and responses made at the Resident Advisory Board meetings and general resident meetings held to discuss the Fiscal Year 2002 Agency Plan and the Capital Fund Program.

**CFP RESIDENT MEETING**  
**MONDAY, JANUARY 7, 2002, @ 5:30 P.M.**  
**ADREAN TERRACE, N. D. PETERS MANOR, & F. X. MATT**  
**APARTMENTS**

Many previously completed projects, and some that are presently taking place that are listed below, have been completed because of the input received from tenants during other resident meetings:

Adrean Terrace: Basement Renovations, Site Work, Repairs & Replacement of Steam Traps, New Heating System, Unit Conversions, and Masonry Facade and Brick Restoration, and Installation of New Radiator Covers.

F. X. Matt Apartments: Unit Conversions and Site Work have been completed. Parking Lots have been improved and Playground equipment has been updated.

N. D. Peters Manor: New roofs have been put on all buildings, weather-stripping, masonry facade and brick restoration work has been completed, and porches have been repaired. The apartment painting, kitchen, and bathroom renovations project, is completed and Phase II is about to begin.

**Q:** A tenant from Adrean Terrace, asked if the apartments could be painted and could new flooring be installed in the kitchen and bathroom. Also, could new windows be installed in the apartments where the windows have come out?

**A:** The staff at the Housing Authority agrees that the kitchen and bathrooms do need remodeling. Presently such work is being done at N.D. Peters and will be done in the future at other developments. This remodeling will include new flooring. As for the new windows, the Deputy Director is going to look into having new pins order to be reinstalled on the windows that have fallen out.

**Q:** One of the tenants from Matt Apartments has asked if funding could be used to repair or replace the fencing around the back areas around their development?

**A:** This is something that our Maintenance staff will look into and if repairs can't be made then replacement of this fencing will be incorporated into the grant application.

**Q:** There continues to be a problem with water backing-up when washing machines are used. Is there something that can be done to correct this problem?

**A:** The elimination of water problems in all three developments is a top priority as is the problem of water drainage that has been occurring. These problems will be corrected with the implementation of a ground water reduction system, which will be put in place in the near future.

**Q:** A tenant requested, that this funding be used to develop programs and activities for the older children at all three developments, which is desperately needed.

**A:** Our Community Resource Coordinator, Dave Zogby, is always trying to develop programs and activities, along with recruiting volunteers, in order to implement these programs and activities. We will check further into this suggestion with him, regarding older children.

**Q:** A suggestion was made by one of the tenants present regarding replacing the stoves and refrigerators in all three developments for all the apartments, and wants this to be a capital improvement need.

**A:** As we previously said, renovations to the kitchens presently are being completed at N. D. Peters and this will include replacing refrigerators and stoves. New stoves and refrigerators are items that will be incorporated into the five-year plan for the grant application.

**Q:** Could more closets be built for the Adrean Terrace tenants or at least could they be enlarged? There just isn't enough closet space in the apartments at present.

**A:** This is something that we can look into and perhaps incorporate into a future grant application, it is an excellent suggestion.

**CFP RESIDENT MEETING  
TUESDAY, JANUARY 8, 2002, @ 1:30 P.M.**

## MARINO-RUGGIERO APARTMENTS

As many of the tenants know, there have been many projects in the past completed here at the Marino Ruggiero Apartments. Some of these include: painting the apartments; purchases of new tables, chairs, and benches; and upgrading of development signs. We are now going to ask the tenants to give us your suggestions, comments, opinions, and ideas as to where and how you feel further federal grant monies should be spent here at Marino-Ruggiero Apartments that will benefit all the tenants.

**Q:** A tenant asked if new elevators could be installed? The present elevators are always breaking down.

**A:** We agree with this excellent suggestion and also feel that one elevator just isn't sufficient for a building of this size. The Authority is already working on this suggestion and would like to have it incorporated into this year's grant application and have it put into Marino-Ruggiero within the next five years. However, it is a very large job, especially since it involves taking out some apartments in order to have the second elevator installed.

**Q:** Another tenant, again stressed how frustrated they all are with the stoves that they have in their apartments, they would like to have new stoves, ones that are larger and also have the knobs in the front not in the back.

**A:** We do understand the problem with the stoves and we are trying to get new stoves and refrigerators for all tenants, especially in our senior developments. We do agree with you about the size and especially about the knobs. However, the cost to install larger stoves you're your apartments will involved changing and renovating the kitchen cabinets and the countertops, which is something that we are trying to handle. We don't want anyone that is having a real problem with his or her stove to be ignored, please give our Deputy Director a call and we will have our Maintenance Department get a new stove for you immediately. We are working on this problem and will definitely try to have this incorporated into our grant application for this year or within the next five years.

**Q:** Another tenant said that Marino Ruggiero is in need of new carpeting in the hallways, elevators, and on the first floor.

**A:** This is another excellent suggestion and one that will be incorporated into this years grant application for future funding.

**Q:** There is a problem with the roof, it is leaking, especially around the front on the fifth floor, one of the tenants stated.

**A:** This is a definite problem that has to be taken care of. This is the original roof, 1978 when the building was built. We are aware of a problem with the roof and will be incorporating this into our grant application to have a new roof put on

the building in the very near future. These are things that do take precedence over some of the other suggestions that tenants make. This is where money has to be spent first, like before we can renovate kitchens to put in larger stoves. We definitely want to know if there are more problems from the roof, so please contact our offices should this problem increase.

**Q:** Trees and bushes should be replaced, according to another tenant, landscaping would be an excellent place to use some of the new grant money.

**A:** Some landscaping was performed recently, however, we will look into removing more of the older bushes and trees and replacing with newer ones and doing additional landscaping.

**Q:** One of the tenants asked why the fire hoses were removed from the floors by the Fire Department and when and if new hoses are going to be put in place of the ones that were removed. They really don't understand why the hoses were removed at all, could this be explained, please.

**A:** According to information that we received, the Fire Department removed the hoses, under new code regulations, these hoses are no longer required. The Modernization Coordinator and Assistant Modernization Coordinator said that the tenants themselves couldn't use these hoses, they were there for use by the Fire Department. The hoses had to be connected to hoses secured by the Fire Department at the time of a fire. The tenants did not realize this and appreciated the information. The Modernization staff and the Deputy Director stated that they would both look into this further and report back to the tenants with information that they receive. As of right now, however, having new hoses installed is not necessary according to what information we do have on hand.

**Q:** Another tenant asked if and when the parking lots would be repaved, especially the rear lot.

**A:** This is scheduled to be done, it was scheduled to be done in 1999, but due to other circumstances it couldn't be completed as scheduled. It will be put into the five-year plan with this application.

All comments and suggestions will be addressed, reviewed, and prioritized into the final application for the year 2002 CFP Grant, which will be sent to HUD.  
Meeting was concluded at 3:15 P.M.

**CFP RESIDENT MEETING  
THURSDAY, JANUARY 10, 2002, @ 5:30 P.M.  
WASHINGTON COURTS**

Brian, outlined the many projects that have been completed in the past at Washington Courts, such as having all the apartments painted, the installation of new tub surrounds, the building of a brand new community room, which included new offices for MHA staff, the completion of the unit conversions, and the installation of new entry doors. Many of these projects resulted from suggestions, ideas, and comments made by tenants at previously held resident meetings. These projects were incorporated into the budgets and completed when funding was received from HUD. This is why the input from tenants tonight is very important and vital for future capital improvements at Washington Courts.

**Q:** Most of the tenants feel that the roofs should be repaired and/or replaced.

**A:** This will be given top priority and is definitely an excellent suggestion for funds to be used at Washington Courts.

**Q:** Another tenant asked if something could be done about the mold and mildew in Buildings 'E' & 'F'.

**A:** Yes, this is something that should be addressed as soon as possible.

**Q:** Many wanted to know if screens for the windows are a way that funding could be used. Many windows are in need of screens. There are many windows without screens and many screens that need to be repaired and/or replaced.

**A:** This is an excellent choice for funding. The funding will replace and repair many of the screens in the apartments especially on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the high rises. This comment will be incorporated into the notes to be used for the grant application.

**Q:** A number of tenants requested new refrigerators and new stoves.

**A:** We would like to replace all the stoves and refrigerators and this is something that will be handled in the very near future.

**Q:** It was asked by one of the tenants, if new storm windows could be purchased and installed along with screens.

**A:** This suggestion is excellent and will be incorporated into the grant application for the year 2001.

**Q:** There are many closet doors that were removed from closets in the apartments and these should be replaced as soon as possible. Other tenants agreed that this is definitely a place where funding could be used and very much needed. Many closet doors presently in the apartments are beyond repair and should be replaced.

**A:** It was a very good suggestion and one that will be looked into and incorporated into the grant in order to be taken care of.

**Q:** One of the tenants asked if tree branches could be cut and some landscape work could be performed. Also, would it be possible to have some benches installed with backs. These are more comfortable, especially for our senior tenants.

**A:** The ideas would be incorporated into the 5-year plan. However, we would have our Maintenance Department look into trimming the tree branches this coming spring.

The tenants were assured that the suggestions would be prioritized and incorporated on a need first basis into the grant application for the year 2002.

## **CFP RESIDENT MEETING FRIDAY, JANUARY 11, 2002, @ 3:30 P.M. PERRETTA TWIN TOWERS**

Many projects here at Perretta Twin Towers that have been completed in the past, Brian emphasized, are a result of this meeting and due to the comments, suggestions, and ideas present by the tenants to the MHA staff. A few of these projects are: redecorating of the community room, resurfacing and redesigning of the front parking lot, cleaning and painting of the brick exterior of the building, painting of all the offices and apartments at the Towers, an updated ventilation system and fire alarm system has been installed, and new floor covering in the hallways and entrance ways. Presently, upgrades to the elevator system in both Towers, which has been long overdue, are almost complete. Today, we are here again hoping to obtain more ideas and suggestions for future projects to be addressed here at Perretta with this impending grant funding.

The tenants were then recognized and asked for their input regarding capital improvements for the Towers and how these improvements can be addressed:

**Q:** Many of the tenants suggested that all new windows be installed here at Perretta Twin Towers.

**A:** We understand that there are problems with the windows, and one that we are investigating in great detail. Temporarily, if you are having a problem, please let the MHA staff know, so that we can come up and install some additional weather-stripping. We will be incorporating this suggestion into the 5-Year Annual Plan section of the Grant Application. This is an expensive project and one that may have to be done over a few years.



**Q:** Quite a few of the tenants who reside in Tower B, voice their comments regarding the rear parking lot. They feel that the rear parking lot, as the front parking lot, should be re-surfaced and re-shaped. If possible, can additional parking spaces be added to this lot, especially more handicap spots?

**A:** Parking renovations to this area, it was agreed, is an accurate requirement and need. Adding additional spots may not be able to be done, without disrupting the recreation areas. We will check again with our Codes Department regarding the handicap parking spots available, but are almost sure that we are within the required limit. We are going to incorporate this suggestion into the application's 5-Year Action Plan section.

**Q:** Another tenant stated that benches were removed from the recreation area outside and that there are tables broken. Can these be replaced and/or repaired.

**A:** We will definitely look into why these benches were removed, which may have been just for the winter months, but yes, this is also a good idea and one that should be put into the grant application.

**Q:** A major priority for usage of this funding many of the tenants said is for the purchase of stoves and refrigerators for all the apartments. Many of the stoves are too small and don't operate correctly. There are also problems with the refrigerators. .

**A:** The Municipal Housing Authority staff is in full agreement concerning the stoves and refrigerators and we definitely want to have new stoves and refrigerators purchased and installed. However, Perretta is not the only development in need of stoves and refrigerators, therefore, this will be a very expensive undertaking having them installed in all of our developments. We are attempting to secure additional grant money, which is available for refrigerators that reduce energy costs. If you are having a real problem with either appliance, please contact our Maintenance Department and they will try to obtain a stove or refrigerator for you if yours can't be repaired. Again, we are working on having new refrigerators and stoves purchased for all our developments with this grant application and future grant applications.

**Q:** Another tenant said, regarding the handicap parking, could larger and brighter handicap signs be purchased and installed?

**A:** We will definitely look into incorporating this into the application, as it is an excellent suggestion.

**Q:** Mrs. Mesegna asked if it was at all possible to enlarge the present Community Room. She has many activities for the seniors in this Community Room and more space is needed. Also, is it possible to have the pool table looked at and repairs to it be made?

**A:** This is an area that has been discussed before with you and among the staff, it is an excellent idea, but availability of land to do this to the Community Room without disrupting the rear parking lot and taking a number of parking spaces away from the lot, does not seem likely. It is always a possibility and one that we will continue to look into. As for the pool table, we will have a work order called into the Maintenance Department and if they can't make the repairs, we will have Victor Conte Pool Table Company come in and handle the problem.

**Q:** A number of the tenants questioned whether or not additional Security can be obtained with some of the future grant money. They would feel more secure if there were additional security especially during the evening hours.

**A:** We do understand how you feel about security and agree that there maybe a need for additional security. We are always in agreement with safety for our tenants. We will be having another meeting in a few weeks and this issue is going to be discussed in depth and additional security maybe added.

## **CFP RESIDENT MEETING MONDAY, JANUARY 14, 2002 @ 5:30 P.M. GILLMORE VILLAGE**

.....many projects have been completed here at the Gillmore Village development mainly because of the suggestions, ideas, and comments made at these meetings by the tenants. Some of these projects are: windows have been repaired; exterior lighting installed; facades have been repaired and repainted, and presently there is a project in progress converting two-bedroom units to 5-bedroom units. We are now doing our "Force Account Work", which is work we are doing with our own labor force that is being started in C Building and E Building.

The Assistant Modernization Coordinator, Jerry Albanese, explained a little more regarding our "Force Account Work" and then asked the tenants present if they had suggestions, comments, or new ideas regarding capital improvement projects that they would like to have done here at Gillmore Village. He also advised the tenants of the project for the near future, an entirely new boiler system would be installed at Gillmore Village.

**Q:** There is a definite need for bathroom renovations, especially repairs to the tub surrounds. This has been going on for some time and the need for repairs is now much greater. Some of us have had to put plastic up on the walls to keep the water away so that there isn't more of a problem.

**A:** MHA staff present agreed with the tenants that the bathrooms are definitely in need of improvement. This is one place that our own "Force Account Work"

will be working. The tub surrounds are all going to be repaired and our own labor force is already beginning to do this work. It will take time to doing each and every bathroom, but everyone will be completed.

**Q:** One of the tenants asked if there was anything that could be done about the clotheslines. Can more be installed? The children use them to play on, could they be moved to another area?

**A:** This isn't something that we were aware of, however, we will look into this and see what can be done for you regarding installing additional lines or seeing if these could be moved.

**Q:** Another tenant, said she would like to see a Community Center built at Gillmore Village, similar to the ones that the other developments have already. It would be a definite asset to the development and would provide a place for the young and old alike to go and have fun and get together. Other tenants agreed this is desperately needed.

**A:** This is an excellent and desirable suggestion for Gillmore Village, one that is definitely going to be planned for the future, as funding becomes available. Since, as was explained, funding is used on a "need first basis", some of the desired suggestions have to be prioritized in that manner. However, this is one idea that will not be put aside, but will be incorporated into the 5-Year Plan for the Gillmore Village development.

**Q:** Getting back to the bathrooms, said another tenant, the ventilation is very bad there are no exhaust fans, this allows mildew and mold to grow on the inside walls and around the fixtures. This is not only unsightly, but also unhealthy for the tenants. Is there something that can be done to correct this problem with funding from this grant?

**A:** This same type of problem is presently being corrected at N.D. Peters. All bathrooms are being renovated and exhaust fans are being installed to alleviate the mold and mildew and improve the ventilation. We also want to have this done here at Gillmore Village and will be incorporating this suggestion into our grant application.

**Q:** Most of the tenants suggested that more security could always be increased. They want more visible security, this will help the tenants feel not only safer, but will keep the unwanted out of the development.

**A:** The staff agreed with the tenants that this is a good suggestion and one that should definitely be looked into.

**Q:** It was also suggested that additional storage space would be a much-needed benefit for all the tenants. Along with the additional storage space, is it possible

to have gutters installed over the entrance doors to the apartments? When it snows or rains, water drips from the roofs onto whoever is standing in the entrance area. In the colder weather this dripping water freezes and creates an icy area, which becomes very slippery.

**A:** Both of these suggestions can be incorporated into the application for future improvements pending HUD funding.

**Q:** Is it possible to have larger mailboxes installed? The present boxes are much too small.

**A:** This is also something that can and shall be looked into. We did change mailboxes at Humphrey Gardens and we may be able to do the same thing here at Gillmore Village. We will check this out further and see if this idea can be incorporated into our five-year plan.

**Q:** We know that there was additional exterior lighting installed back a few years ago and it works very well, however, said another tenant, we can still use more lighting especially around the parking areas and near the apartment entrances. It definitely would make us feel even safer.

**A:** As always this is an excellent suggestion, and one the staff here definitely agrees with. We do plan on installing more exterior lighting in the near future and will be making this suggestion top priority.

**Q:** One of the tenants had a question concerning the new “flat rents” and wanted to know exactly what this was and if it applied to her household.

**A:** The Deputy Director gave an explanation regarding the “flat rent” and told this tenant to go to the tenant relation office and discuss it further with Mallory and that we would arrange to put her on the flat rent system.

Mr. Jennings thanked the tenants for their ideas, suggestions, and especially their attendance. He assured them that all suggestions and ideas would be addressed in the application and outlined for implementing over the next five (5) years.

**CFP RESIDENT MEETING  
WEDNESDAY, JANUARY 16, 2002, @ 5:30 P.M.  
HUMPHREY GARDENS**

Many of the projects that have already been completed here at Humphrey Gardens were brought to MHA's attention because of the resident's ideas, comments, and suggestions discussed at our past resident meetings. Some of these projects are: Installation of new playground equipment; installation of new mailboxes for all the apartments; exterior lighting around the playground areas; new landscaping around the buildings; site work; and parking lot renovations.

**Q:** Most of the tenants present tonight feel, as they have in the past, that a Community Room should be built here at Humphrey Gardens. This should be top priority.

**A:** The staff at the Housing Authority agreed that this is an excellent way to use this funding and will be incorporating this into this year's grant application for Humphrey Gardens.

**Q:** Another tenant requested having all the apartments painted.

**A:** We definitely will be having this done here at Humphrey Gardens and believe that will be happening in the very near future. We have incorporated this into the 5-Year Plan already.

**Q:** Additional and new tables and benches outside around the Development would really make the areas look more like home should look, said a few of the tenants. It will also be nice for people who live here to use during the spring, summer and fall months.

**A:** This is an excellent idea and one that will be considered and incorporate into the application.

**Q:** Another tenant commented on the security; especially since September 11, 2001, having more visible security makes people feel much safer and more secure. It also will help to keep unwanted and uninvited people away from the development that might cause trouble for the tenants at Humphrey Gardens.

**A:** Security for our tenants, Mr. Jennings said, is and always will be top priority for MHA and is an issue that is constantly be looked at from many directions and constantly be changed and improved.

**Q:** Playground equipment for the children could be added to the grounds. Many of the children are playing on the clotheslines and maybe with new equipment to play, the clothesline will be left alone.

**A:** This is a good idea and we will discuss this further at the Housing Authority and put it into our 5-year Plan.

**Q:** Landscaping and additional site work could be done to help dress up the outside of the buildings, even though the grounds are really kept up very well by our Maintenance, we can always improve the looks by planting more bushes and flowers.

**A:** We did have some landscaping work just recently completed at some of our developments and Humphrey Gardens was one of the developments, however, additional flowers is an excellent idea for the spring.

**Q:** There are heating problems here at Humphrey Gardens that should be taken care off, especially in Building 'B'.

**A:** In the near future a new boiler will be installed in 'B' Building. The pump can't be repaired and we must have a new boiler. This is something that is already been worked out for Humphrey Gardens.

**Q:** Another tenant said that the cleaning of the outside of the buildings a few years ago was just excellent, but would it be possible to have the buildings painted, this way they would look newer.

**A:** Mr. Jennings explained that the Housing Authority could try to incorporate this idea into the grant for a future project.

**Q:** Additional exterior lighting that is brighter could be installed around the playground area at Building 'A'.

**A:** This suggestion will be investigated and incorporated into this grant application.

**Q:** Peep holes in the doors, so that when someone knocks, the tenant can see who it is before opening the door.

**A:** We will check with our Maintenance Department and see if this could be done with their help

**Q:** We really need to have the screens in the doors repaired or replaced, said another tenant.

**A:** This is an idea that is planned and will be completed here at Humphrey Gardens and at Gillmore Village in the near future.

**Q:** When are the residents going to get new refrigerators and stoves, the ones we presently have, said one of the tenants, are old and not operating correctly and are too small?

**A:** Again, another excellent suggestion and one the Housing Authority wants to see done at all eight of our projects. The government is refunding money on the purchase of refrigerators that save energy, but not yet on stoves. The cost to replace refrigerators and stoves in all eight developments is very high. We are hoping to be able to get additional grants for this project and will be working on this. If you are having a problem with either the stove or refrigerator, please contact the office and our maintenance staff will make a temporary attempt to repair the problem or if not repairable, they will get you a new stove or refrigerator, just let us know.

**Q:** Some railings were put in a few apartment entrances; however, some other apartments could also use the railings, especially apartments where seniors reside. Can additional railings be installed where needed?

**A:** Let us know which apartments need them and we will take care of it.

These ideas, suggestions, and comments will be reviewed, prioritized and incorporated into the grant application for the year 2002. We continue to work hard to make sure that all of your needs and necessities are always our first priority.

## **Resident Advisory Board Meeting**

**WEDNESDAY, MARCH 13, 2002**

**-@5:00 P.M. @ PERRETTA TWIN TOWERS**

**BOARD ROOM**

A number of the items in the Annual Statement and 5-Year Plan were the suggestions, comments, and ideas that the tenants presented to the Modernization Department during the January meetings. These items were prioritized and incorporated into our grant application by the Modernization Department for HUD's approval.

All the goals and objectives of the Housing Authority must be submitted to HUD in the grant application in order for us to obtain funding for the year 2002-2006. It is only with help from our tenants through their comments, suggestions, and ideas that the Housing Authority's goals and objectives can be achieved. However, if this Advisory Board should disagree with something in the Plans, we will definitely give considerations to you before these Plans are finalized. Once we complete our discussion this evening and upon approval from our Board of Commissioners, the grant application will be sent to HUD for their final approval.

## **Community Resource Programs**

A discussion was presented by one of the representatives present tonight, as to programs and future programs for the tenants and children. Can funding be used in this capacity, was the question asked? Dave Zogby and his staff do an excellent job and the tenants really feel that his programs are excellent and would like to see even more. Cheryl stated that Dave has programs that other Housing Authorities throughout the State don't have in

force and have asked Dave to go to their Authorities and give first hand information on how he started these programs and what he and his staff are doing to make them even better. This is a real plus for the Authority in more ways than one. This is why it is very important that his Department increases their staff. This way there can be more and better programs instituted that our Authority and tenants will profit from. We are in full agreement that this Department is one that should receive additional funding.

### **Playground Equipment:**

Another representative felt that our playground equipment, especially at ND Peters and Adrean Terrace should be updated and replaced. Also, benches and tables at Adrean Terrace need to be replaced and/or repaired.

The Modernization 5- Year Plan has made provisions for new playground equipment and other out-door equipment, such as benches and tables will be purchased. The Maintenance Department will check out the present equipment and repair it before it is taken out of winter storage for use. This is an issue that the Housing Authority is addressing and plans on using funding from this grant.

### **Refrigerator and Stoves:**

It was discussed by many of representatives present that all Developments need new refrigerators and stoves, will funding be applied here? We have included this issue in this year's grant application. However, sometimes circumstances arise that causes the Housing Authority to have to put certain items on hold, because an urgent matter must be taken care of in one of our Developments, which insures our tenants security, safe, and current standard of living and can't be postponed.

### **Night Maintenance and On-Call Maintenance:**

This new system is working very well and the tenants and representatives are very pleased. One representative wanted it stated what an excellent job was done one evening by Dick Falange, MHA's Electrician and by Pat Morreale, a Maintenance Mechanic. They were called to take care of a problem and went above and beyond, which proves how well this system is working and the excellent staff that MHA has.

The representative said that many of the tenants are very pleased with how well the Housing Authority is doing and the conditions of all of our Developments. They would like to see some improvements made, as they have discussed. The PHA Plans look very good and they all hope that funding is received and put to good use for the entire Housing Authority.